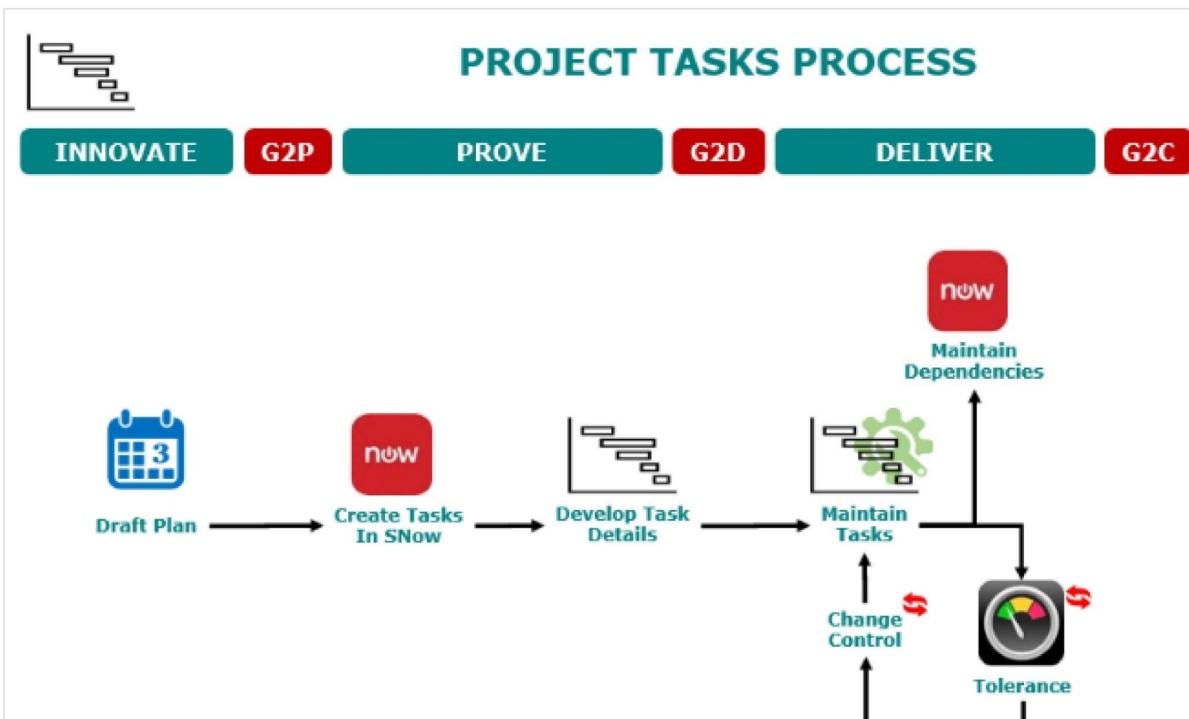




## Project Tasks & Milestones












The aim of the project Tasks process is to develop and maintain an accurate plan of all the tasks a project needs to complete, their start & end dates along with an understanding of dependencies (internal and external) that can be shared.

The application we use to maintain this information is ServiceNow. Minimum information on milestones and inter-project dependencies MUST be maintained in SNow.




Dependencies should be actively managed between projects. To link one plan to another in SNow each project must provide access to the other via the Access field.

## Training

 Name  	Description	Format 	M
 RAG Status Definitions.url	Link to RAG Status definitions	Doc	C
 ServiceNow Best Practice Plannin...	PowerPoint version of Summary of Project Task Planning and quality standards	Powerpoint	4
 TASKS External Dependencies.url	Guidance for ServiceNow project users on how to add external dependencies using Planning Console functionality	Video	Ju
 TASKS L0 L1 Milestones Overview....	Video overview of the L0 and L1 Milestones in SNow. Based on Kelly Punter's Changing Change presentation.	Video	Ju
 TASKS Planning Console Overvie...	Video overview of the Planning Console in SNow. Based on Kelly Punter's Changing Change presentation.	Video	Ju

## Templates

 Description	Name 	Mandated 	A
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	A template that can be tailored to the specific needs of a project or programme when providing SteerCo/Senior Stakeholders with updates and for decision making'	SteerCo Status Report template.p...	Yes	P
	Contains the information required to instruct the project team on the delivery method	PID PRJname PRJcode.docx	Yes	H
	PPMO document to support the Project Healthcheck process	Health Check 1st Tier Assurance.xl...	No	N