

# Checklist

- Project overview and filter
- ToDo list
- Checklist workflow
- Milestone release
- Critical change
- Multiproject management cockpit



Checklist

## The checklist is the primary tool for team meetings

### Functions:

- The checklist contains all the main points of the project with dates, traffic light status and measures per vertex
- Filter the vertices according to different criteria
- Open a detailed view in a new window by clicking on a corner point
- Display of measures by clicking the + sign, by clicking on "Expand" Display of all measures of the corner point

The screenshot displays the PROPLAN software interface. At the top, there are navigation buttons: Archive, Info mail, Create PDF, Milestone Release, Meeting report, Conclude meeting & archive, Cancel, and Save. Below this is a horizontal timeline with phases: Market Evaluation, Tender, Preparation, Execution, Completion, Guarantee, Projektabschlussphase, and Gewährleistungsphase. Each phase has a corresponding date: Project selection (28.09.2019), Assignment start (22.05.2021), Tender preparation (11.12.2021), Tender approval (20.05.2023), Approval start of construction (20.07.2024), Construction delivery (27.09.2025), Project completion (29.08.2026), and Completion of the guarantee (16.10.2027).

Below the timeline, there is an "OVERALL PROJECT STATUS FROM 08.10.2020, (2 PROJECT KEYPOINTS OUT OF 87 CLOSED)" section. It includes a traffic light indicator (green) and a comment field with the text: "Quality: Construction coordination being in progress and will be completed by the end of the month. Deadline: Presentation of the updated offer. Costs: The labor costs are confirmed."

At the bottom, there is a table with columns "NO SUB-PROCESS" and "DESCRIPTION". The table contains one row: "1 Client & Market (b)". To the right of the table, there is a comment field with the text: "Comment field for a summary of the project status for each subprocess in words".

Annotations with arrows point to various elements:
 

- "The whole project will be placed according to the worst process" points to the timeline.
- "create an info E-Mail for queries" points to the "Info mail" button.
- "create Adobe PDF" points to the "Create PDF" button.
- "For each traffic light colour all related key points will be shown" points to the green traffic light indicator.
- "Click on the name of the subprocess and all key points of the process with the actual traffic light colour will be shown" points to the "Client & Market (b)" row in the table.
- "Comment field for a summary of the project status for each subprocess in words" points to the comment field below the table.