

ProjeQtor

What do the activity status - activity statuses mean in Projeqtor?

There are many statuses available on Projeqtor and the related activities. They statuses are available depending on where the activity is positioned, your user rights and what type of activity it is. You may not see or have access to all the statuses available as shown below.

If there is a problem, always speak with your support staff member on the Slack Support Channel.

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LIST OF STATUSES in PROJECT MANAGEMENT and their meaning.

Status Name	Status Meaning / Description
recorded	A new activity is recorded
Func Write Up Completed	This is for developers and support staff only when they have completed writing a development or ticket function and not be used by other staff.
Sent to Developer	This is for developers and support staff only after they have completed a function write up they have sent it to the developer for analysis and not be used by other staff.
Researching	The person Responsible is researching / reviewing the activity for the required hours of work needed to complete the activity.
Hours Allocated	The number of hours estimated to complete the activity. This is entered by the worker.
Hours and Day Required - Reminder	Notice when the worker has not completed the hours allocated required.
IMPORTANT or Not Actioned - 2nd Reminder Sent (1-2 days)	Second notice when work is not completed
URGENT or Not Actioned - 3rd Reminder Sent (2-3 days)	Third notice when work is not completed
CRITICAL or Not Actioned - 4th Reminder Sent (4-5 days)	Fourth notice when work is not completed.
VERY CRITICAL or Not Actioned - 5th Reminder Sent (6-7 days)	Fifth notice and breach of work.
HIGHLY CRITICAL or Not Actioned - Final Reminder Sent + Steve Notified (8 + days)	Sixth notice and reminder when work is not completed and discipline action taken.
in discussion/planning	When an activity is being discussed and planned and is being considered by the Project Manager or Project Leader

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APPROVED	Activity or Quote that is approved by the Supervisor
re-opened	A problem with the activity has been found, after it closed as done and now re-opened.
under review by project worker	When the project worker is examining the activity to be completed.
Assigned (Start/End Date Allocated)	When work is allocated with a start and end date that must be adhered to by the Project worker.
in progress	Project Worker when the work is started and working on.
more info required (progress on hold)	When additional information is requested and/or a response is made.
info provided (Action required)	When a response for more information is provided to the project worker. This requires immediate reply or recommencement of the work.
Waiting for Available Resource/Time	Use when you do not have time or resources to complete the activity and will come back to it later. *** Use only when you are actively working on the task/job ***
in testing mode	When the project worker is testing the done activity to make sure it is working correctly without problems.
Not Working / Problem Found	When an activity that is listed as done has a problem found.
Overdue by 1 day	When an activity is not completed by the validated date. Only available to the Project Leader
OVERDUE IMPORTANT - by 2-3 days	When an activity is not completed by the validated date. Only available to the Project Leader
OVERDUE URGENT - by 4-5 days	When an activity is not completed by the validated date. Only available to the Project Leader
OVERDUE CRITICAL - by 6-7 days	When an activity is not completed by the validated date. Only available to the Project Leader

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date. Only available to the Project Leader

OVERDUE CRITICAL: by 8-9 days

When an activity is not completed by the validated date. Only available to the Project Leader

OVERDUE VERY CRITICAL: by 10+ days

When an activity is not completed by the validated date. Only available to the Project Leader

done

When an activity is completed and has been tested per the required work.

bill charges

Only for accounting purposes.

Validating

When the Project Leader or Supervisor checks that work is completed.

checked & completed

When the Project Leader is happy with the end result.

PAID

Only for accounting purposes.

completed with problems

When an activity is completed but has problems.

duplicate

When an activity is found to be an exact copy of another activity.

DECLINED

When an activity for work has been declined by a Project Leader or a request has been declined.

cancelled

When an activity has been cancelled for reasons as mentioned in the Notes section.

Unique solution ID: #1311

Author: Lei Bao

Last update: 26-Apr-2020 04:56