	<p>QUALITY MANAGEMENT SYSTEM ISO 9001:2015</p>	Document No.:
		Issue Date:
		Revision No.:
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		Approved by:
<p>Document Title:</p> <p style="text-align: center;">CREATION OF PROJECT TASK</p>		

1. PURPOSE

To define the objective of this process. The purpose of creating a project task is to define, organize, assign, monitor, and control specific activities required to complete a project. It serves as a management tool that breaks down the project into manageable work items, enabling better planning, execution, tracking, and reporting.

2. SCOPE

- **Task Identification and Definition**
 - Define the task name and description.
 - Establish the objectives and expected deliverables.
 - Identify the work package or project component covered by the task.
- **Scope Definition**
 - Define the specific activities included in the task.
 - Identify exclusions and limitations.
 - Establish measurable outputs.
- **Resource Assignment**
 - Assign responsible personnel or teams.
 - Allocate required equipment, materials, and resources.
 - Define roles and responsibilities.
- **Schedule Planning**
 - Set planned start and end dates.
 - Establish milestones and deadlines.
 - Define task dependencies and sequence of activities.
- **Priority and Status Configuration**
 - Set task priority level.
 - Assign initial workflow stage (e.g., In Planning).
 - Configure approval requirements and reviewers.
- **Documentation and Attachments**
 - Upload plans, drawings, specifications, and supporting documents.
 - Record instructions, notes, and references.

- **Progress Monitoring**
 - Track task accomplishment and completion percentage.
 - Record updates, issues, delays, and corrective actions.
 - Monitor actual versus planned progress.

- **Review and Approval**
 - Submit completed work for review.
 - Address comments and requested changes.
 - Obtain approval from authorized personnel.

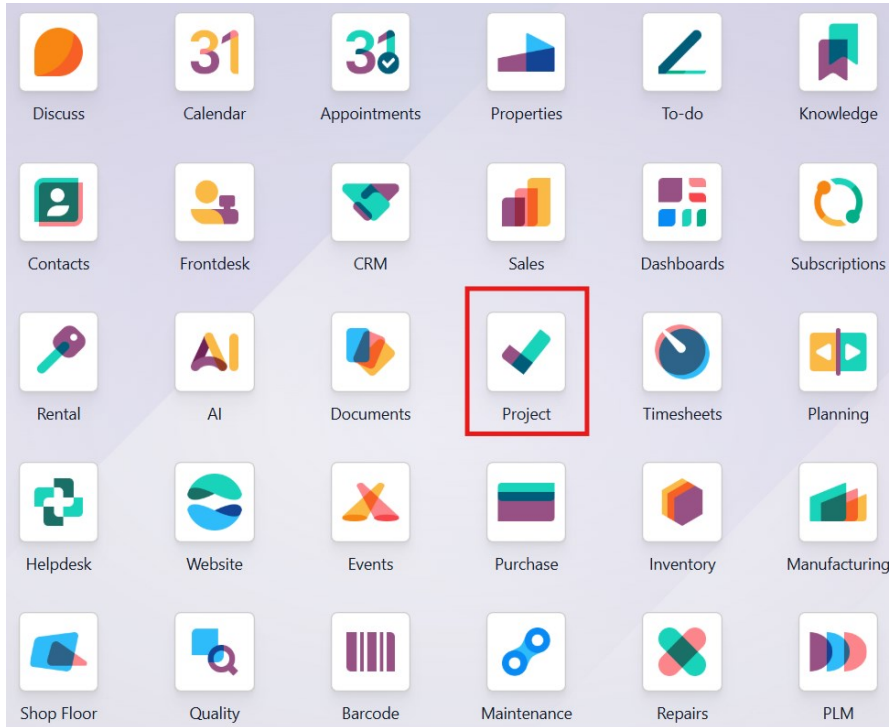
- **Task Closure**
 - Verify completion of all deliverables.
 - Update task status to Done.
 - Archive records for future reference and reporting.

2. RESPONSIBILITIES

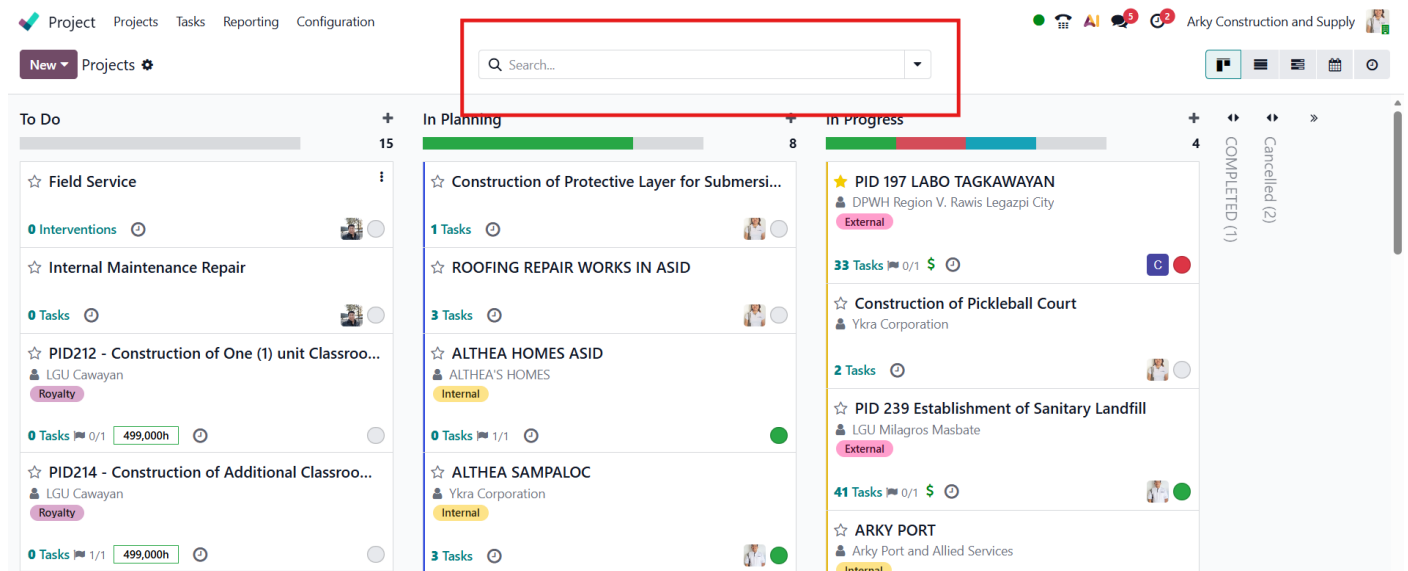
Role	Responsibility
Accountant	Budget tracking and monitoring per task
Project Manager	Task monitoring and tracking of progress
Project Engineer	Execute and monitor the task on site to check actual progress per task

4. PROCEDURES

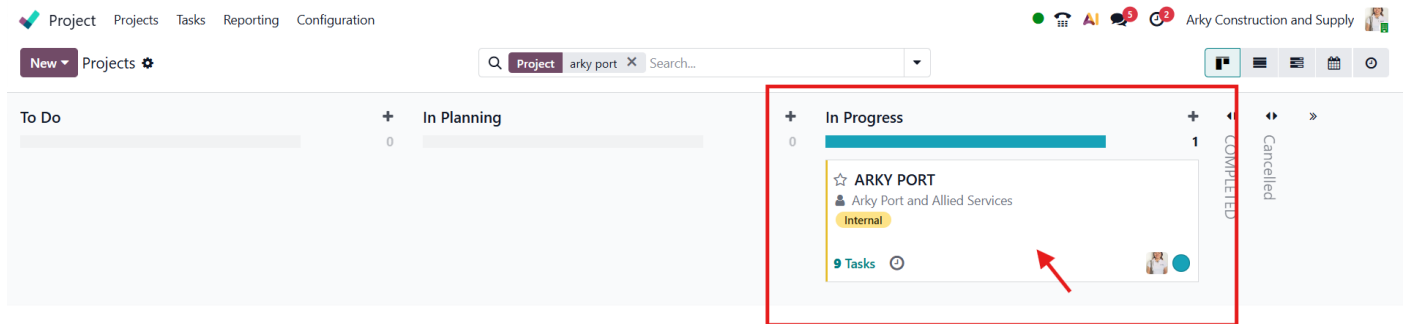
Step 1. Go to “Project Module”.



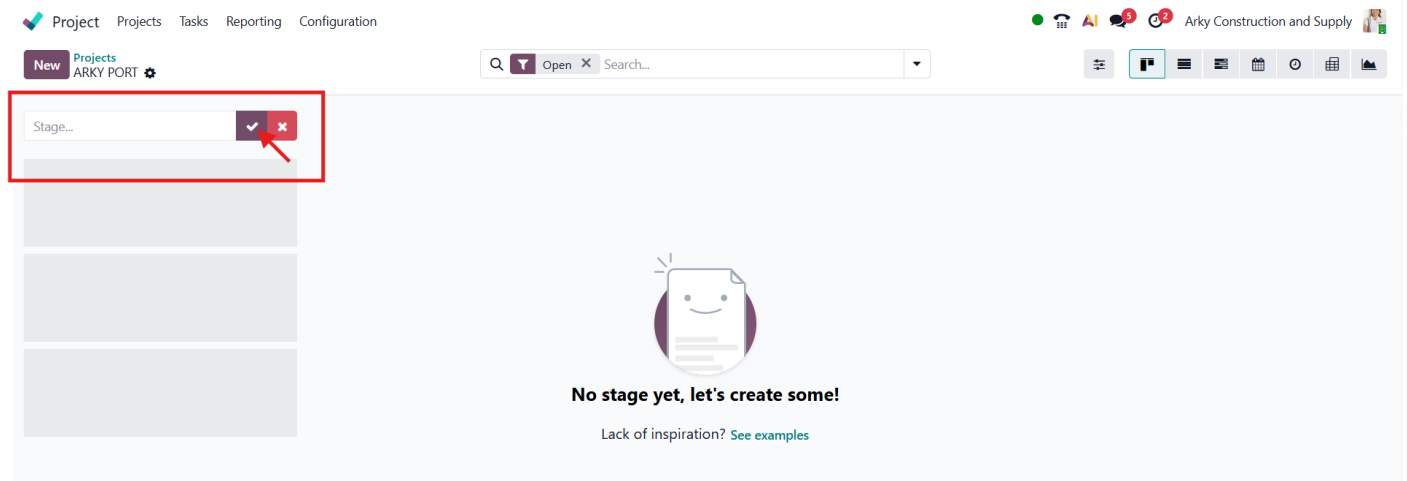
Step 2. Search the Name of Project in the search box.



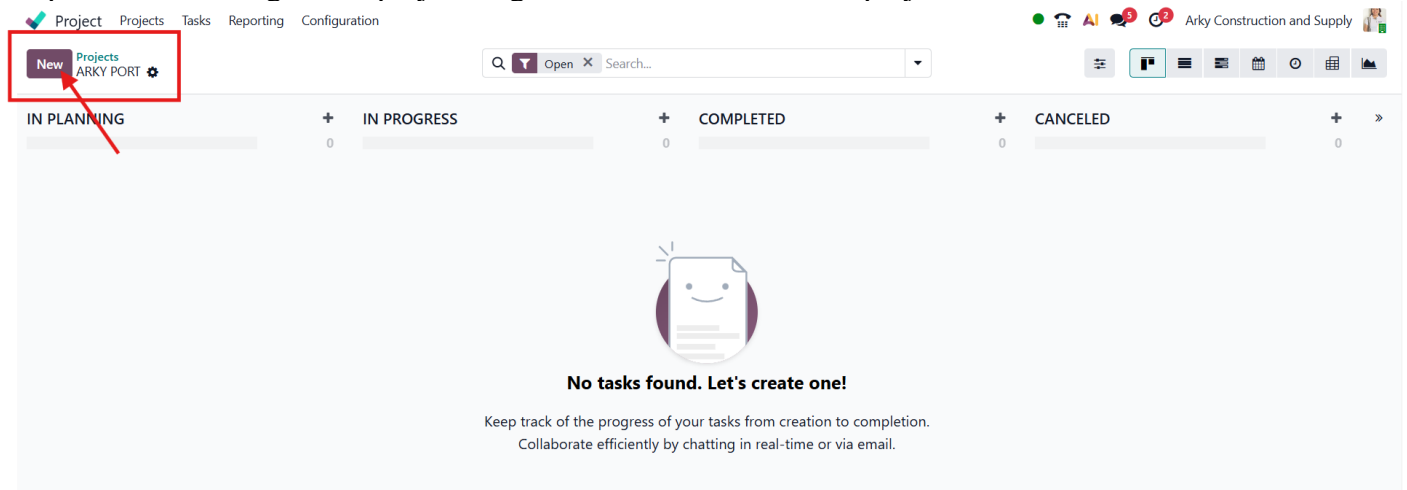
Step 3. Click the searched project name.



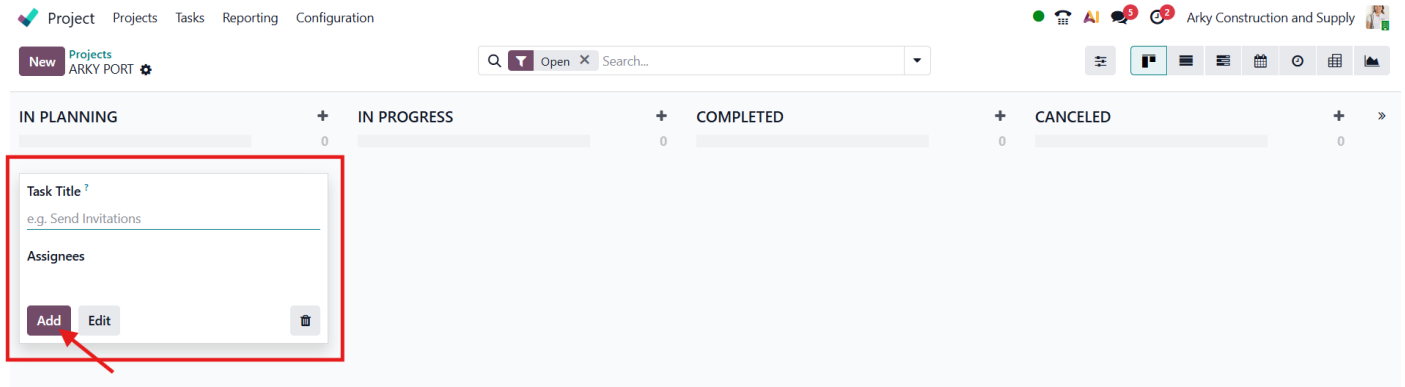
Step 4. Add “Stages” of project progress. Click the “Check” sign to confirm the stage.



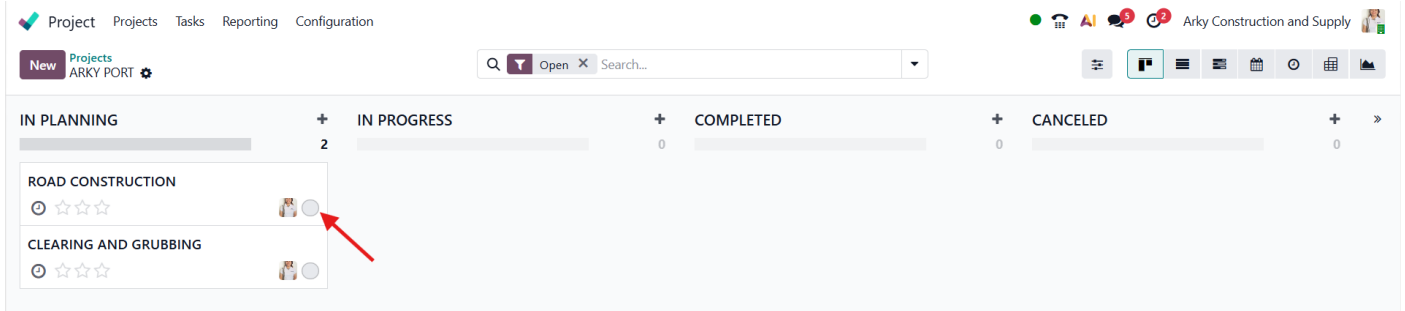
Step 5. After creating all the project stages. Click “New” to create project task.



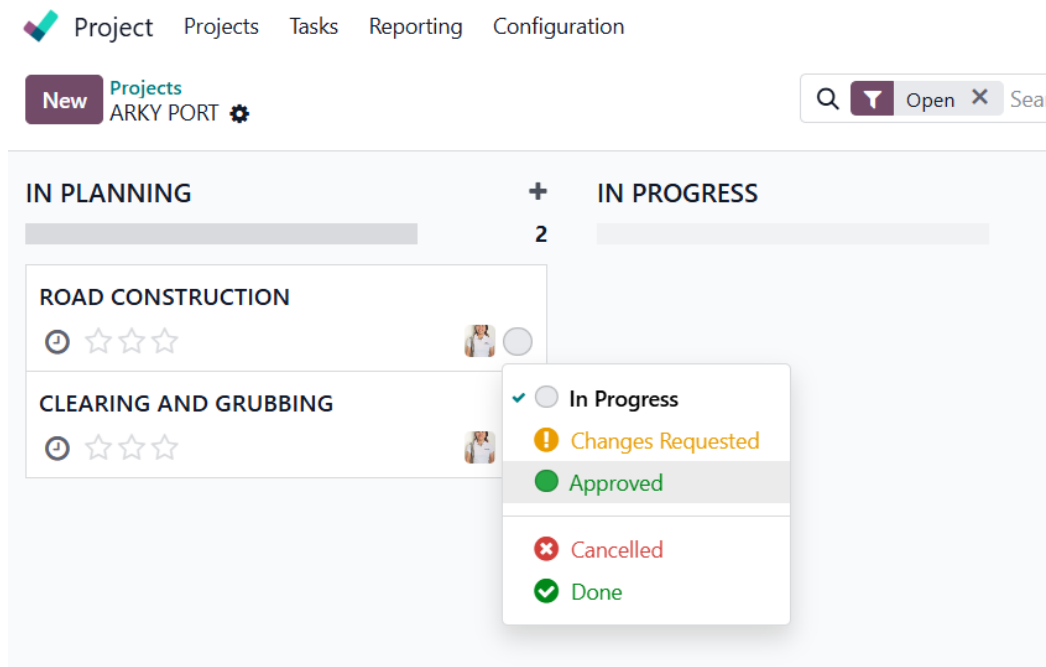
Step 6. Input task title and assigned staff. Click “Add”, to create project task.



Step 7. Click the “Gray Circle” to check the status of task per stage.



Step 8. Choose among the most likely status of task under specific stage.



ITEM	STATUS	EXPLANATION
<p>IN PLANNING +</p> <p>1</p> <p>CLEARING AND GRUBBING</p> <p>☆☆☆</p>	In Progress	Actual field or office work is ongoing. Progress updates and accomplishments are being recorded.
<p>IN PLANNING +</p> <p>1</p> <p>CLEARING AND GRUBBING</p> <p>☆☆☆</p>	Changes Requested	There are deficiencies, corrections, or additional requirements that requires rework or revision of task.
<p>IN PLANNING +</p> <p>1</p> <p>CLEARING AND GRUBBING</p> <p>☆☆☆</p>	Approved	Work has been reviewed and accepted by the Project Engineer, Manager, Client, or Authorized Reviewer.
<p>IN PLANNING +</p> <p>1</p> <p>CLEARING AND GRUBBING</p> <p>☆☆☆</p>	Cancelled	Task is no longer required due to scope changes, project termination, duplication, or management decision.
<p>IN PLANNING +</p> <p>1</p> <p>CLEARING AND GRUBBING</p> <p>☆☆☆</p>	Done	Task is fully completed, accepted, documented, and officially closed.

Step 9. Drag the task to the next Stage if the status is done for the existing stage.

The screenshot shows the software interface with a navigation bar at the top containing 'Project', 'Projects', 'Tasks', 'Reporting', and 'Configuration'. The main area displays a Kanban board with four columns: 'IN PLANNING' (2 items), 'IN PROGRESS' (0 items), 'COMPLETED' (0 items), and 'CANCELED' (0 items). A task card for 'CLEARING AND GRUBBING' is being dragged from the 'IN PLANNING' column to the 'IN PROGRESS' column. The card shows a progress bar, a timer, three stars, and a green checkmark icon.

Step 10. Repeat Step 7 and Step 8.

The screenshot shows the software interface with the 'Projects' tab selected. The project 'ARKY PORT' is in the 'IN PROGRESS' status. A dropdown menu is open over the 'CLEARING AND GRUBBING' task, showing the following options:

- In Progress
- Changes Requested
- Approved
- Cancelled
- Done

Step 11. Repeat Step 9 until the task is completed.

The screenshot shows the software interface with the 'COMPLETED' tab selected. The 'CLEARING AND GRUBBING' task is now listed under the 'COMPLETED' column, indicating it has been finished.

5. RECORDS

The screenshot shows the software interface with the 'Tasks' tab selected. The 'COMPLETED' column contains the following tasks:

- HAULING OF MATERIALS** (Arky Port and Allied Services)
- CONCRETING OF ROAD ACCESS** (Arky Port and Allied Services)
- COMPACTION OF SUBGRADE** (Arky Port and Allied Services)
- MOORING BOLLARD** (Arky Port and Allied Services)
- MOBILIZATION** (Arky Port and Allied Services)
- FLOATING COTTAGE** (Arky Port and Allied Services)
- FILLING OF MATERIAL** (Arky Port and Allied Services)
- RIP RAP OF ARMOUR ROCK** (Arky Port and Allied Services)
- INSTALLATION OF SOLAR LIGHTS** (Arky Port and Allied Services)

6. RISKS & CONTROLS

Risk	Possible Effect	Control / Mitigation
Incomplete task description	Misunderstanding of scope and requirements	Clearly define objectives, deliverables, scope, and acceptance criteria before task approval.
Incorrect assignment of personnel	Delays in execution and accountability issues	Verify assigned personnel's roles, responsibilities, and competencies before assigning the task.
Incorrect schedule or deadlines	Project delays and missed milestones	Review project schedule and dependencies before setting target dates.
Duplicate task creation	Redundant work and reporting confusion	Review existing tasks before creating new ones and use standardized naming conventions.
Failure to identify task dependencies	Workflow conflicts and delays	Define predecessor and successor activities during planning.
Unauthorized modification of tasks	Data integrity issues and confusion	Restrict editing rights and maintain audit trails within the system.
Failure to update task status	Inaccurate project reports and decision-making	Require periodic status updates and regular management reviews.