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ProjectManager When you're managing a project, you have to track your teams progress while they execute their work to stick to your schedule. This is done with task management, and one of the cornerstones of task management is knowing the percent complete of the task. By calculating the percent complete of a task, you can see how much has been completed and how much work is left. It's a quick and easy way to determine if your team is on target or falling behind, which is essential for delivering a successful project. What Is Project Complete? Percent complete is a way to track the progress your team is making when executing their tasks. It tracks how far along you are in completing that work.

Also called project complete percentage, it shows how much work has been done and how much work there is to do. This provides project managers with the data they need to see if their team is aligned with the project schedule. Get your free **Project Dashboard Template**. Use this free **Project Dashboard Template** for Excel to manage your projects better. Why Is Percent Complete Important in Project Management? Knowing the percent complete is important for many reasons. It serves the task management plan, which is a process to monitor your teams tasks from start to finish. Knowing how much the team has done at any given time in the project helps project managers see if the work is on schedule. Percent complete is one way a project manager can track progress, which is one of the most important aspects of a project to monitor. Its the bedrock of project management software, which provides digital tools to track the teams progress in completing their tasks. Many of these tools deliver real-time data, which gives a more accurate rendering of percent complete. Resource management is also tied to percent complete. Knowing if the team is behind or ahead of their deadline influences how you allocate your resources. For example, if the percent complete shows tasks are lagging, the project manager can reallocate resources to get back on schedule and keep the project on track. Well delve into how you can calculate percent complete in a moment, but know that project management software can do this for you. ProjectManager is project management software that automatically calculates your percent complete and charts your teams task progress in real time. You can filter for the critical path on our interactive Gantt chart and link the dependent tasks to avoid bottlenecks. Get started with ProjectManager today for free! ProjectManagers online Gantt charts calculate percent complete and track task progress. Learn more [How to Calculate Percent Complete](#) Weve discussed what percent complete is and why its important in project management. The next step is figuring out how to calculate percent complete. Its simple formula: Percent Complete = Actual Duration/duration IPC = AD/DPD For example, if you have a task that has a duration of 10 days and five days have been completed, or the actual duration of the percent complete is 50 percent; however, whats missing from this equation is tracking.

Tracking is where the real value in percent complete lies. How to Track Percent Complete Percent complete is how to track progress. One of the project management tools to help you accomplish this is a Gantt chart. Gantt charts are visual timelines that map your tasks in one bar chart. The left side looks like a regular spreadsheet, but the data is then reflected visually on the right side. When youre looking at a Gantt chart with your project schedule, the task duration is the bar that extends from the start date to the finish date. The percent complete is how much the bar is filled in or shaded, depending on the tool youre using. Taking our example from above, a 10-day task duration will look like a bar going from the start date to 10 days into the project. The percent complete, again referring to our example above, is 50 percent. Therefore, the bar on the Gantt will be half-shaded. There are three ways to track the percent complete, the first being using your professional judgment. This might seem arbitrary, however, its more than a guess. You can meet with the team and use your experience with past projects to predict the percent complete. A more complicated method is weighted activities. Its best for long tasks with several activities. If you can easily divide those activities, then you can set a percent complete based on each. This method involves a lot of work on the front end and isnt ideal for all projects. Finally, theres the arbitrary amounts or fixed-figure method. This is what you can create milestones for the task. Before it starts, its 0 percent complete. When you begin, its 20 percent complete and then it reaches 100 percent complete when finished. You have only those three fixed points. Its not super accurate but broadly provides a baseline (and thats fine). How to Track Percent Complete Rather than go through the three methods we outlined above, which are helpful but not fully accurate, ProjectManager has robust Gantt charts that automatically calculate the percent complete for each of your tasks. Because our tool is online, the percent complete is shown in real time. Youre looking at accurate data and not a snapshot of the project in the past. You can track the percent complete of your actual effort against your planned effort. This data is delivered in real time throughout the software to help you keep your project on schedule. Multiple Ways to Track Percent Complete Of course, not everyone wants to work on Gantt charts. Thats why the Gantt chart is only one of our multiple project views in which you can track the percent complete of your teams tasks. If youre working on the sheet view, youll see the percent complete on the corresponding column, which is updated by the team member assigned to that task as they move through their assignment. Track Percent Complete in Real Time with Dashboards Percent complete is only one part of tracking progress. We have features that provide a high-level view and others to get deeper into the data. Our real-time dashboard monitors six project metrics, including progress, which shows the percent complete for each project task. Unlike lightweight tools, our dashboard requires no setup. Its plug-and-play. For when you want more context around the percent complete, take advantage of our reports that can be generated in one keystroke. There are status reports and even portfolio status reports if youre managing a program or portfolio of projects. You can also get reports on tasks, timesheets, workload and more. All reports can be filtered and easily shared to keep your stakeholders updated. ProjectManager is award-winning software that connects teams to work more productively. Whether youre working side-by-side, across different departments or across the country, our real-time data keeps everyone on the same page. Plan, monitor and report on progress and workflow more efficiently. Join teams at NASA, Siemens and Nestle who are already delivering success with our software. Get started with ProjectManager today for free. adjective (Dover used with object) (3) View synonyms for contemplating all parts or elements; lacking nothing; whole; entire; full; complete; subject of Mark Twains writings; finished; ended; concluded; having all the required or customary characteristics, skills, or the like; consummate; perfect in kind or quality; thorough; entire; total; undivided; uncompromised; unmodified; a complete victory; a complete measure. Grammar having all modifying or complementing elements included. The twain's complete subject of The dappled pony gazed over the fence is The dappled pony. Football. a complete (of a forward pass) caught by a receiver. Logic (of a set of axioms) such that every true proposition able to be formulated in terms of the basic ideas of a given system is deducible from the set. Engineering, noting a determinate truth having the least number of members required to connect the panel points so as to form a system of triangles, (of persons) accomplished; skilled; expert. Mathematics, of or relating to an algebraic system, as a field with an order relation defined on it, in which every set of elements of the system has a least upper bound, or of relating to a set in which every fundamental sequence converges to an element of the set, (of a lattice) having the property that every subset has a least upper bound and a greatest lower bound, to make whole or entire. I need three more words to complete the puzzle, to make perfect. His parting lark of impotent rage completed my revenge, to bring to an end; finish. Has he completed his new novel yet? to consummate. Football, to execute (a forward pass) successfully. He completed 17 passes in 33 attempts, having every necessary part or element; entrenched; finished (prenominal) thorough; absolute; perfect in quality or kind (of a logical system) constituted such that a contradiction arises on the addition of any proposition that cannot be deduced from the axioms of the system Compare consistent (of flowers) having sepals, petals, stamens, and carpels archaic expert or skilled; accomplished Collins English Dictionary Complete & Unabridged 2012 Digital Edition William Collins Sons & Co. Ltd. 1979, 1986 HarperCollins Publishers 1998, 2000, 2003, 2005, 2006, 2007, 2009, 2012o make whole or perfectly end; finish (in land law) to pay any outstanding balance on a contract for the conveyance of land in exchange for the title deeds, so that the ownership of the land changes hands (the) (Winston S. Churchill, "Close and end both imply bringing something ongoing to a conclusion... the band closed the concert with an encore. We ended the meal with fruit and cheese... and can also mean putting a stop to something, often with finality." Many advocates say [putting] laptops in schools is a promising way to end digital divide between two races" (Char Smith's)) It left me more exposed than ever, forcing me to end the love I had loved" (Molly Worthen). Conclude is more formal than close and more conclusive, concluding the article by restating the major points. Terminate suggests reaching an established limit. The playing of the national anthem terminated the station's broadcast. It indicates the dissolution of a formal arrangement. The firm terminated my contract yesterday. Usage Note: Although complete is often held to be an absolute term like perfect or chuff, and supposedly not subject to comparison, it is often modified by words like more and less in standard usage. As far back as 1965, a majority of the Usage Panel accepted the example His book is the most complete treatment of the subject. See Usage Note at absolute.American Heritage Dictionary of the English Language, Fifth Edition. Copyright 2016 by Houghton Mifflin Harcourt Publishing Company. Published by Houghton Mifflin Harcourt Publishing Company. All rights reserved. (kmlpit) adj1. having every necessary part or element; entire3. (prenominal) thorough; absolute: he is a complete rogue. 4. perfect in quality or kind: he is a complete scholar. 5. (Logic) (of a logical system) constituted such that a contradiction arises on the addition of any proposition that cannot be deduced from the axioms of the system. Compare consisten56. (Botany) (of flowers) having sepals, petals, stamens, and carpels7. archaic expert or skilled; accomplishedvb8. (tr) to make whole or perfect10. (Law) (intr) (in land law) to pay any outstanding balance on a contract for the conveyance of land in exchange for the title deeds, so that the ownership of the land changes hands11. (American Football) American football (tr) (of a quarterback) to make (a forward pass) successfully(C14: from Latin complus, past participle of com- plus, to pay; see complement[Collins English Dictionary Complete and Unabridged, 12th Edition 2014 HarperCollins Publishers 1991, 1994, 1998, 2000, 2003, 2006, 2007, 2009, 2011, 2014] (kmlpit) adj1. v.-pleted, -pleting, adj1. 1. having all parts or elements; lacking nothing; whole; entire; sell: a complete set of golf clubs. 2. finished; ended; concluded: a complete error. 3. having all the required or customary characteristics, skills, or the like; consummate: a complete scholar. 4. thorough; total; undivided; uncompromised, or unqualified: a complete victory; a complete stranger. 5. (of a subject or predicate) having all modifying or complementary elements included. The complete subject of The dappled pony gazed over the fence is the dappled pony. Compare simple (def. 1b). 6. (of a forward pass in football) caught by a receiver. 7. accomplished; skilled; expert. v.t. 8. to make whole, or perfect. 9. Fikng boots complete the outdoor look. 9. to bring to an end; finish: to complete a task. 10. to consummate; fulfill. 11. to execute (a forward pass) successfully. [1325?; Middle English (< Middle French) < Latin complus, past participle of com- plus, to pay; see complement] n. 1. a complete explanation; a complete assignment. entire describes something having all its elements in an unbroken unity: an entire book. intact implies that something has remained in its original condition, complete and unimpaired: a package delivered intact. usage: Occasionally there are objections to modifying complete with qualifiers like almost, more, most, nearly, and quite, because they suggest that complete is relative rather than absolute: the most complete list available. However, such uses are fully standard and occur regularly in all varieties of spoken and written English. See also perfect, unique. Random House Kernerman Webster's College Dictionary, 2010 K Dictionaries Ltd. Copyright 2005, 1997, 1991 by Random House, Inc. All rights reserved.Complete is usually an adjective. For some of its meanings, you can use words like more and very in front of it.1. used to mean "as great as possible" You usually use complete to say that something is as great in extent, amount, or amount as possible. You need a complete change of diet. They were in complete agreement. When complete has this meaning, you do not use words like more or very in front of it.2. used to talk about contentsComplete is also used to say that something contains all the parts that it should contain.1 have a complete medical kit...outfit quite sets of all her novels. When two things do not contain all the parts that they should contain but one thing has more parts than the other, you can say that the first thing is more complete than the second one. For a more complete picture of David's progress we must depend on his 3 complete - complete or complementary elements included. The complete subject of The dappled pony gazed over the fence is the dappled pony. Compare simple (def. 1b). 6. (of a forward pass in football) caught by a receiver. 7. accomplished; skilled; expert. v.t. 8. to make whole, or perfect. 9. Fikng boots complete the outdoor look. 9. to bring to an end; finish: to complete a task. 10. to consummate; fulfill. 11. to execute (a forward pass) successfully. 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For some of its meanings, you can use words like more and very in front of it.1. used to mean "as great as possible" You usually use complete to say that something is as great in extent, amount, or amount as possible. You need a complete change of diet. They were in complete agreement. When complete has this meaning, you do not use words like more or very in front of it.2. used to talk about contentsComplete is also used to say that something contains all the parts that it should contain.1 have a complete medical kit...outfit quite sets of all her novels. When two things do not contain all the parts that they should contain but one thing has more parts than the other, you can say that the first thing is more complete than the second one. For a more complete picture of David's progress we must depend on his 3 complete - complete or complementary elements included. The complete subject of The dappled pony gazed over the fence is the dappled pony. Compare simple (def. 1b). 6. 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