

# Track and Adjust a Project

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**Tip** A project is not a project without surprises along the way - that's what makes projects interesting! Tasks that need some extra attention can be flagged to make it easy to find and act on them through filtered reports. Filtered reports also make it easy to narrow down views based on various characteristics. And Dashboards provide an easy way to report on a project's overall status and health, attributes your stakeholders are likely very interested in seeing.

## Resolve Flagged Tasks

It's easy to view all flagged tasks that need attention in the Grid, Board, and Gantt views:

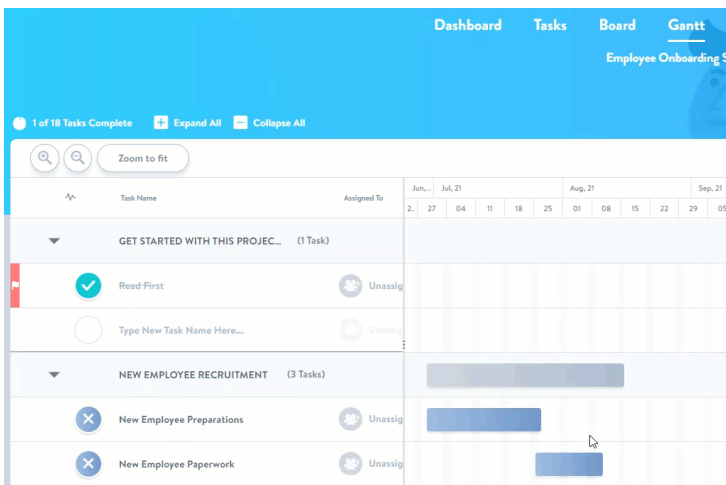
## Review Project Structure and Update Tasks

### Reorder Tasks or Sections

- Individual tasks or sections can be moved by grabbing the handle that appears to the left of the item when you hover over the name:

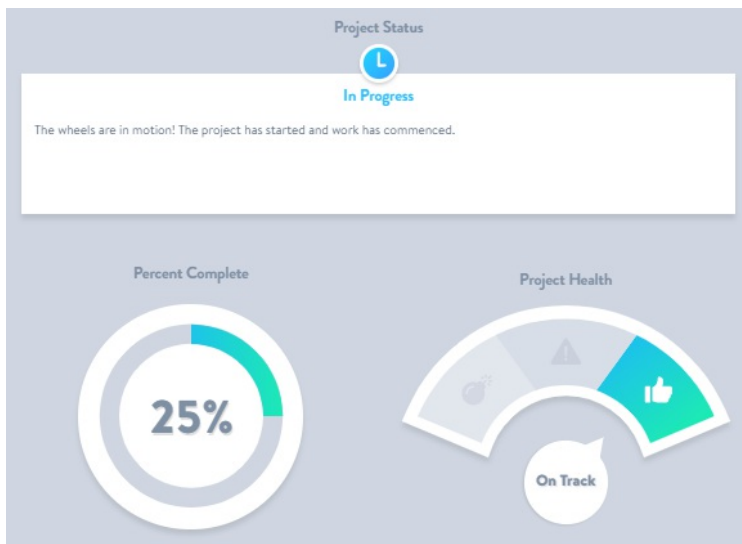
## Adjust the Schedule on a Gantt Chart

We can check the Gantt Chart to see how we are doing time-wise and make any needed adjustments, now that the project is moving along:



## Update Project Dashboard

Tracking and adjusting the project would not be complete without making updates to the project dashboard. The project dashboard has many important higher level sections including Project Status, Percent Complete, and Project Health:



What's next?

- [Close a Project](#)