

Create a to do list

Microsoft Project

Overview from stakeholdermap.com

Step-by-step guide

1. Click on the Report Tab and click New Report.
2. Select Table and give your report a name e.g. 'To Do list'.
3. In Field list add the fields you want to the list e.g. Resource Names.
4. Set Filter to 'Using Resource'.
5. Set Outline Level to 'All Subtasks'.

[Video – How to create a To Do list using Microsoft Project \(youtube\)](#)

[Written guide – create a To Do list \(webpage\)](#)

File Task Resource **Report** Project View Help G

Compare Projects

New Report ▾

Dashboards ▾

Resources ▾

Costs ▾

In Progress ▾

Get Start

Project

1		
2		
3		
4		
5		
6		
8		
9		
10		
11		
12		
13	2.7	Prioritize requirements

Blank

Chart

Table

Comparison

Create a New Table Report



In the Field List tick 'Resource Names' to add it to the report

Using Resource

Show tasks using:

OK

Cancel

Development Team

Name	Start	End	Progress	Resource Names
Project Brief completed	Thu 18/05/23	Fri 19/05/23	0%	Project Manager
Initial budget completed	Mon 22/05/23	Mon 22/05/23		Manager
Initial schedule	Tue 23/05/23	Tue 23/05/23	0%	Project Manager

Field List

Tasks Resources

- Name
- Resource Names
- > Cost
- < Date

Name
Start
Finish
% Complete
Resource Names

Filter: Using Resource...

Group By: No Group

Outline Level: All Subtasks

Show Hierarchy

Set Filter to 'Using Resource'

Set Outline Level to 'All Subtasks'



Top tips

1. Use the Filter 'Using Resource in Date Range' to print lists for a specific week, month etc.
2. You can drag the table edges to re-size the table and the columns.
3. Use the Report Design and Layout tabs to customise the report further. For example, you might use different table colours to differentiate between To Do lists.
4. If the report runs across several pages, you can use header and footer to show the report title and page numbers on every page.



More tutorials, templates and tips!

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