

How to Find Your Project Finish Date

Microsoft Project

Overview from stakeholdermap.com



1. Use the Project Summary Task

- Open Microsoft Project and your project file.
- Ensure you are in the Gantt Chart view.
- Click on the **Gantt Chart Format** tab.
- Look for the **Show/Hide** group.
- Click on **Project Summary Task**.
- Check the top of your task list for the project summary task and finish date.



Tick **Project Summary Task** to easily see your schedule finish date and duration

Resource Report Project View Help My tab **Gantt Chart Format** Tell me what you want to do

Layout Insert Column Column Settings Custom Fields Columns

Format Critical Tasks Slack Late Tasks Task Path Baseline Slippage Bar Styles

Gantt Chart Style

Outline Number **Project Summary Task** Summary Tasks Show/Hide

WBS	Task Name	Duration	Start	Finish	Finish Variance	Pre
0	software-development-plan	161 days	Thu 18/05/23	Thu 28/12/23	1.5 days	
1	Software Development Project	9 days	Thu 18/05/23	Tue 30/05/23	1.5 days	
1.1	Project Brief completed	2 days	Thu 18/05/23	Fri 19/05/23	0 days	
1.2	Initial budget completed	1 day	Mon 22/05/23	Mon 22/05/23	0 days	2
1.3	Initial schedule completed	1 day	Wed 24/05/23	Wed 24/05/23	1 day	3
1.4	Identify the project stakeholders	0.5 days	Tue 23/05/23	Thu 25/05/23	1 day	4
1.5	Define initial project scope	1 day	Thu 25/05/23	Fri 26/05/23	1 day	5
1.6	Develop project plan	2.5 days	Fri 26/05/23	Tue 30/05/23	1.5 days	6
2	Requirements gathering	9 days	Fri 26/05/23	Thu 08/06/23	1 day	

June 2023

07 10 13 16 19 22 25 28 31 03 06

Project Manager

Project Manager

Project Manager

Project Manager

Project Manager

Project Manager

stakeholdermap.com



2. Use the Project Information box

- Open Microsoft Project and your project file.
- Click on the Project tab in the Ribbon at the top of the screen.
- Look for the Properties group.
- In the Project Information dialog box, look for the field labelled Finish date.



To view to your project finish date, click **Project Information** under the Project tab.

1. **Project**

2. **Project Information**

3. **Finish date: Thu 28/12/23**

Project Information for 'software-development-plan'

Start date: Thu 18/05/23 Current date: Wed 12/06/24

Finish date: Thu 28/12/23 Status date: NA

Schedule from: Project Start Date Calendar: Standard

All tasks begin as soon as possible. Priority: 500

Enterprise Custom Fields

Department: [Dropdown]

Custom Field Name	Value

stakeholdermap.com



Microsoft Project Resources

- [eBook Essential Microsoft Project](#)
- [Template Project Plans](#)
- [How to show Progress Lines](#)
- [How to view the Critical Path](#)
- [How to add RAG status](#)
- [How to use the Timeline](#)

