

# Dependencies

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NOTE: Dependencies is only available to Business and Enterprise Tiers

### What are Dependencies?

Dependencies take your team's project management to the next level. By setting up dependent relationships between related tasks, you can structure projects so that tasks are better organized and completed in the correct order. Users with the "Manage Dependencies" permission are able to create and edit dependencies.

## How Dependencies Work

h v ... Projects Winter Scents Print Ad 👌 To Do OVERVIEW CALENDAR SCHEDULE My Projects DETAILS FILES MORE All Projects Add Task Add Proof Add Group Edit Blockers Description To promote seasonal scents and new product line Unassigned Archived Concepting & Design ÷ – Members 🔊 🚯 🕀 Concept for Ad Design (+) 🖬 … CUSTOM VIEWS In Progress 🗄 Nov 17 - Nov 18 🛃 3h Start Date Due Date 🖆 Nov 19 🗸 🗄 Dec 1 🗸 Gantt Copy for Ad (+) 🖬 🚥 + Add View In Progress 🗎 Nov 19 - Nov 20 🛃 3h Add Tag Level of Effort Create and Einalize Ad (<del>+</del>) 🖬 🚥 Tracked Time To Do 🗎 Nov 23 - Nov 24 🛃 1.5h 🛃 10.5h 🕚 0h Ŧ Department Add a task... Add Department Printing ÷ – COMMENTS ACTIVITY Ø Send Digital File to Printer (<del>+</del>) 🖬 … Write a comment.. To Do 🗄 Nov 25 - Nov 27 🛃 1h Ø Confirm Pickup Date with Printer (<del>)</del> 🖬 🚥 To Do 🗎 Nov 27 - Nov 30 🛃 2h Pick Up Printed Ads (<del>)</del> 🖬 🚥 To Do 1 The I symbol denotes blocked items.

Let's look at an example of a project for a digital ad.

In our project, the task "Create and Finalize Ad" has two blockers, "Concept for Ad Design" and "Copy for Ad," because we need both of those in order to create our ad. In addition to having those two blockers, "Create and Finalize Ad" is in turn a blocker for the next task, "Send Digital File to Printer," because we have to have the ad completed in order to send it off.

You can view a task's blockers from the project view by hovering over the 🛛 symbol.



Winter Scents Print Ad	
OVERVIEW CALENDAR SCHEDULE	
Add Task Add Proof Add Group	Edit Blockers
Concepting & Design	÷ –
Concept for Ad Design In Progress 🛱 Nov 17 - Nov 18 🛃 3h	÷ 🖬 …
Copy for Ad	🗉 🕂
Blocked by:	+ • •
Add a task	

When you open the task, you can see its blockers as well as any other tasks it might be blocking.

Create and Finalize Ad	් To Do ∽ ··· ×
OVERVIEW FILES TIME	Convert to Proof
O Blocked by Concept for Ad Design	
O Blocked by Copy for Ad	Add Assignment
Slocking Send Digital File to Printer	Add Time Entry
Description	 Members
Add description	Project <u>Winter Scents Print Ad</u>
COMMENTS ACTIVITY	Start Date

Anyone who is assigned to work that is no longer blocked will be notified, so they know they'll have what they need in order to get started.



	Notifications	×			
	Your task, <u>Create and Finalize Ad</u> , in the project, <u>Winter Scents Print Ad</u> , no longer has any blockers and is now ready to begin just now	•			
0	Users can opt to suppress both in-app and email notification ensure they're only receiving notifications related to work the			ork ite	ms to
	ADDITIONAL PREFERENCES				
	Suppress notifications for work that's blocked		_		

Stop receiving notifications for any work that is blocked by dependencies.

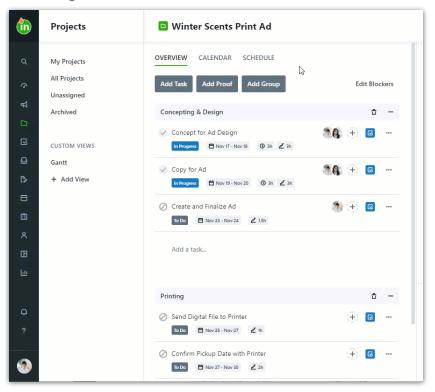
# Managing Dependencies in Projects

There are a few different ways to manage dependencies in a project. From the work list in the project view, you can open the action menu for each individual task and select **Add Blockers**.

Winter Scents Print Ad	
OVERVIEW CALENDAR SCHEDULE	
Add Task Add Proof Add Group	Edit Blockers
Concepting & Design	<del>û</del> —
Concept for Ad Design In Progress 🖹 Nov 17 - Nov 18 🗿 3h 🛃 3h	
✓ Copy for Ad In Progress  ☐ Nov 19 - Nov 20	۰۰ 🖻 🕂 🏟
Create and Finalize Ad	۰۰ 🖻 🕀 🛞
Add a task	



If you have several blockers to add at once, there's also an alternate project view that lets you easily view and add dependencies. Click the **Edit Blockers** button in your project view then **Add Blockers** or **Manage Blockers** on each task. To revert back to the original project view, click**Done** in the bottom right corner.



## Managing Dependencies in Project Templates

You can add dependencies within the Gantt View of projects and Project Templates (https://guideignite.inmotionnow.com/help/project-templates), either from the work list in **Overview**, or from the **Calendar** view when adding automatic date calculations.

From the work list, you can select the action menu on the individual tasks and select**Add Blockers** or **Manage Blockers**. If you have multiple blockers to manage, you can select**Edit Blockers** in your project view and then select the **Add Blockers** or **Manage Blockers** below each task.



Add Project Name			👌 To Do 🛛 🗸
OVERVIEW CALENDAR		DETAILS MORE	
Add Task Add Proof Add Group	Edit Blockers	Description Add description	
Concepting	û -	Members	
✓ Gather information To Do 🗄 Day-9- Day-8 🛃 2h		(+) Add Tag	
✓ Brainstorm Design To Do			
⊘ Pull branding material ToDo ⊟ Day-6- Day-6 ∠ 3h	(÷) 🖬 …		
Add a task			

In the **Calendar** view of your project template you can manage dependencies in the Gantt View (https://guide-ignite.inmotionnow.com/help/gantt-view). Click on the circle next to a task and drag to the correlating task to add a blocker. You can delete a blocker by clicking on the connecting arrow and selecting the trash icon.

Digital Design				• Draft	Back to Templates
Add Project Name					👌 To Do 🗸 🗸
OVERVIEW CALENDAR Add Task Add Proof Add C	Group				
START D	URATION DUE	LEVEL OF EFFORT	11 -10 -9 -8 -7 -6 -5 -4 -3		CT DUE DATE 1 2 3 4 5
✓ Concepting					
Gather information -9	2 days -8	2 hours			
Brainstorm Design -7	2 days -6	3 hours			
Pull branding material -6	1 day -6	3 hours			
✓ Design					
Due Dates Calculated from Project D	ue Date 🗸		c	alculated Proj	ect Duration: 10 days
					Publish Tem

#### Dependencies in List Views & Custom Views

If you would like to view your work with or without blockers, you have a couple of options.

From your Work list views, select the dropdown menu **List by Due Date**. Next to **Include Blocked**, you can toggle on or off the the ability to see blocked work items.



٥	Work	Assigned to Me	Add Task Add Proof
с с <u>А</u> П П Ф П Ш	Assigned to Me My Tasks My Proofs ALL WORK Tasks Proofs All Unassigned Archived	List. by Due Date       Filter by tags         III: List. by Due Date          III: List. by Due Date          III: List. by Name          III: List. by Status          Include Blocked          Include Completed          True Scap Scents - Digital          Include True Scap Scents - Digital          Include Completed          Include Scents          Include Scents	ð <b>\$</b> € € ⊡
я Ш Ф	CUSTOM VIEWS To Do TrueScap Campaign + Add View	Concept for Ad Design Winter Scents Print Ad Copy for Ad Winter Scents Print Ad Winter Scents Print Ad	

You also have this option in Custom Views (https://guide-ignite.inmotionnow.com/help/custom-views). When creating a new view in Work, select **Blocked Status** as a filter. You then have the option to show work items that are **Blocked** or **Not Blocked**.

Work	To Do			Add Task Add Proof
Assigned to Me My Tasks	Work Status (1) V Block	ed Status 🗸 🕂	Save to Vie	w Clear ~ Table ~
My Proofs	1-20 of 75	Filter by Blocked Status	×	Columns 🗸
ALL WORK	WORK NAMEA	Blocked		COMMENTS FILES
Tasks Proofs	1st draft of copy oue			
All Unassigned	1st draft of copy due	11/10/2020	11/11/2020	
Archived	Brainstorm Design	11/18/2020	11/19/2020	
CUSTOM VIEWS	Buck slip	11/06/2020	10/03/2020	
To Do TrueSoap Campaign	Build Moodboards	10/20/2020	12/11/2020	
+ Add View	Select All			0 selected ····