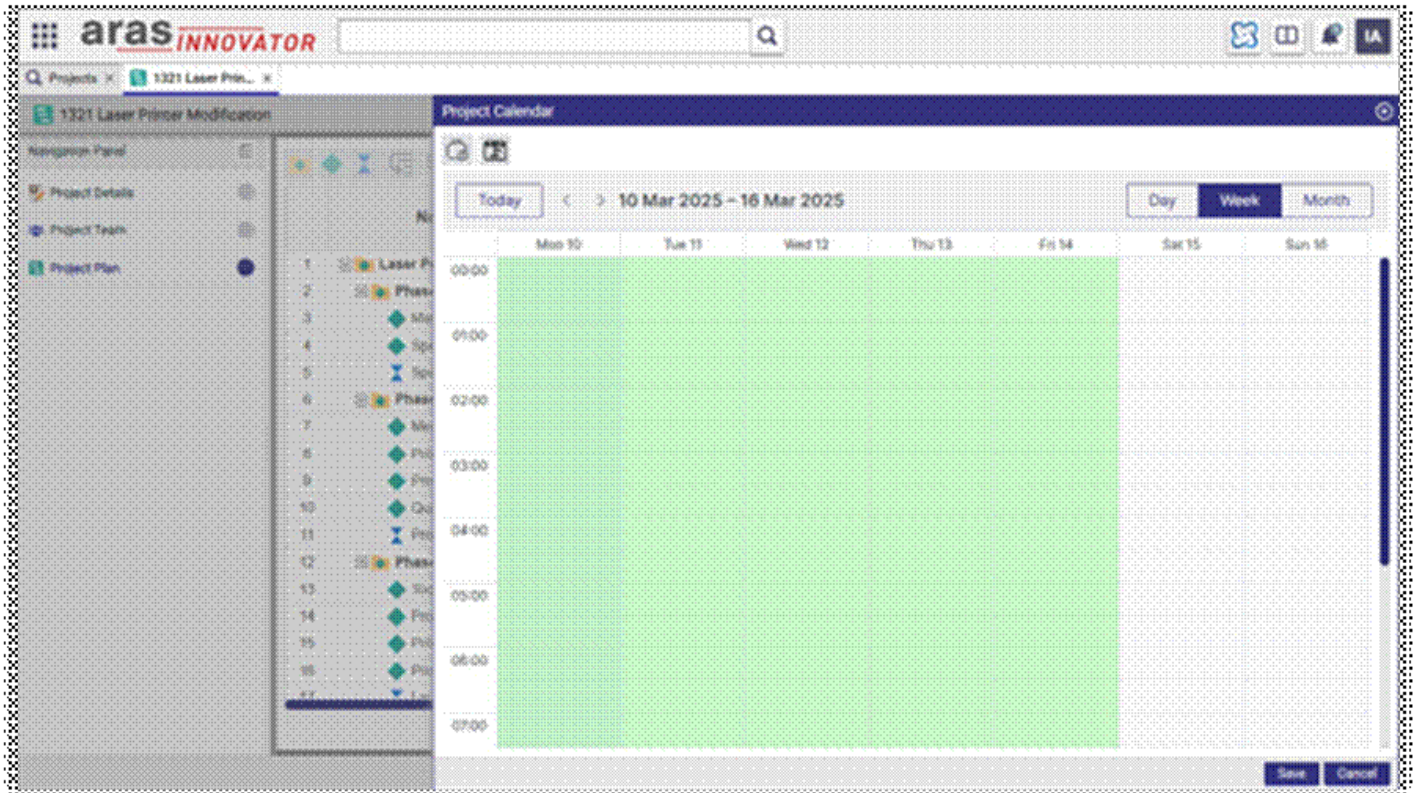


Project Calendar



The **Project Calendar** inherits default working days, hours, and holidays from the Organization Calendar, but allows project-specific customization. Project managers can adjust the calendar to accommodate unique timelines, resource availability, or regional considerations, while still maintaining overall consistency with organizational policies.

Steps to Configure Project Calendar

- **Inherit from Organization Calendar:** By default, the project calendar adopts the organization-wide settings, including working days, hours, and holidays.
- **Override Working Days:** If a project requires an alternative working schedule—such as weekend shifts, non-standard work hours, or region-specific holidays. These modifications can be made directly within the Project Calendar.
- **Adjust Work Hours:** Project managers can modify work hours to accommodate project-specific needs, such as extended work hours for urgent deadlines.
- **Add Project-Specific Holidays:** Define non-working days that apply exclusively to a specific project such as milestone-related breaks, scheduled maintenance windows, or region-specific observances.

Toolbar Actions for Project Calendar:



- **Manage Working Hours:** Modify both working days and work hours specifically for the project. Changes here override organizational settings.
- **Add Project-Specific Holidays:** Customize the holiday list for a particular project without affecting other schedules.

