

Activity Completion Form in User Calendar

The **Activity Completion Form** enables users to finalize and update the status of assigned tasks directly within their **User Calendar**. This integrated feature streamlines the reporting process by automatically syncing updates with the project schedule, reducing the need for manual entries and enhancing the accuracy and timeliness of project tracking.

Features of Activity Completion Form

- **Basic Details** – Displays core information including the task leader, assigned role, percentage of completion, schedule, and duration.
- **Assignment Verification** – Users can confirm task completion by checking a confirmation box and entering the actual start date.
- **Task Overview** – Lists all tasks associated with the activity, enabling users to update individual task statuses as needed.
- **Deliverables Management** – Shows any documents or files attached to the task, ensuring visibility and easy access to required deliverables.
- **Time Record Logging** – Allows users to log time entries corresponding to the completed activity for accurate time tracking.
- **Comment Section** – Allows users to leave remarks, upload supporting documents, or attach relevant files for future reference.

The Activity Completion Form available within the User Calendar mirrors the version used in the Project Plan, ensuring a consistent experience for users across both interfaces.

