



PMP Specialists

How do I know if Multiple Resources are assigned to a task?

This article is an answer to the question above for the situation where a Resource is assigned to a task but may not have permissions to look at many other views in Project Web Access (PWA).

The tasks page in PWA is designed to show you the tasks that you are assigned to you directly. Therefore, there is no direct indicator on that page letting you know if you are the only resource assigned to a task.

While the normal My Tasks page view may not tell you directly, determining who is assigned and other pertinent information about a specific task is relatively easy.

On the My Tasks page, double click on the task that you want to learn about and then click on the “Contacts” section.

In the “Contacts” section, you will see the Project Manager, Approval Manager, other people assigned to the task and the entire Project Team.