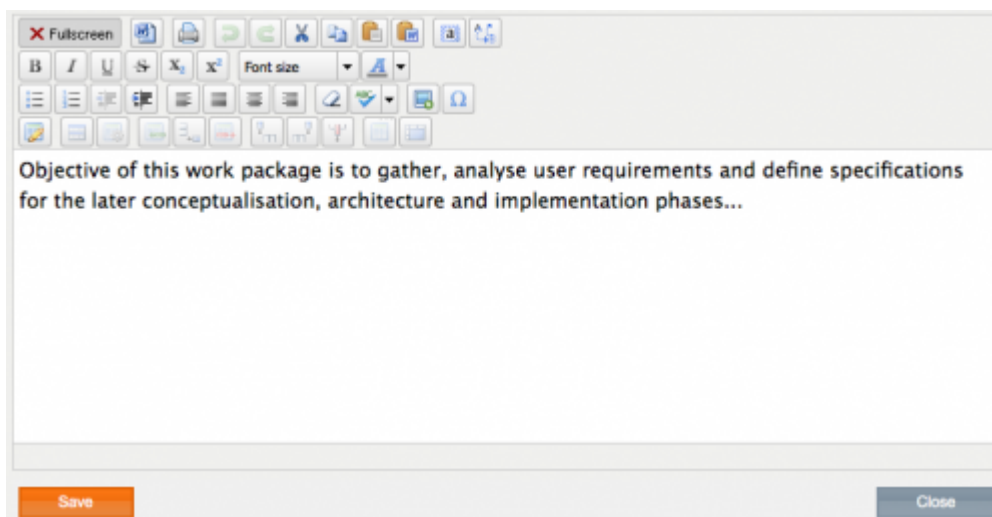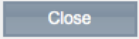# Description of the Work Plan

In **Proposal > Work Plan > Description** or **DoW > Work Plan > Description** respectively, you are able to enter the work description for each Sub-Project, Work Package and Task.

> All users can see all activities and their description. However, only the users with *Coordinator Rights* can edit all, while users with *Contractor Rights* can edit only the activities' descriptions their assigned contractor is leading. At task level also users can edit the task description, when their contractor is involved in via planned person-month according to Proposal > Work plan > Staff Efforts.

To enter the description, click the ■ button to open the specific *Sub-project, Work Package* or *Task* you wish to view.

Click on the ▭ button to start the editing mode and then type the description into the text editor. You can also edit in *Full Screen* mode. Please note that the text editor is not accessible by other users during the edit mode.

Finally click ▭ in order to save the changes. Please note that you also need to click ▭ Close in order to release the description for further editing by other users.

If you want to lock a WP entirely from editing, please click on *Finalise* on the top right corner. The Coordinator will receive a notification **email**. Also, the *Coordinator* is the only one who can **unfinalise** the WP for editing.

> In order to describe the Work Package and Task Description, it is necessary that the *Coordinator* has setup the Work Plan.
> Please note that users with *Contractor* rights only have access to the Sub-Projects, WPs or Tasks that they are assigned as leaders to.

This entry was posted on Thursday, January 1st, 2015 at 12:58 pm and is filed under Setup and Manage the Work Plan
You can follow any responses to this entry through the Comments (RSS) feed. Both comments and pings are currently closed.