

# Checklists

Last Modified on 09/08/2025 3:15 pm EDT

Checklists are a great tool for tracking and managing milestones and tasks. Checklists are associated with specific projects. One project can have an unlimited number of checklists, and a single checklist can have an unlimited number of tasks in it. Each task can be assigned to a DevResults user and given a due date.

- [Create a checklist](#)
- [View tasks in Timeline](#)

## Creating a checklist

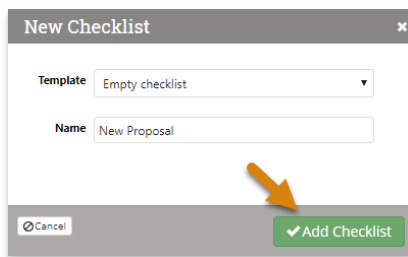
To create a checklist, navigate to the project for the checklist and click on the **Checklist** tab.

The screenshot shows the DevResults interface for a project named 'Access to School Lunches' by Kunkle Associates. The 'Checklists' tab is highlighted with an orange arrow. The interface includes a top navigation bar with 'Data', 'Program Info', 'Tools', 'Administration', and 'Bookmarks'. A search bar and a 'Help' button are also present. The main content area is divided into 'Reference' and 'Description' sections. The 'Reference' section contains fields for Name, Short Name, Reference #, and Code. The 'Description' section contains a 'Context' section with a paragraph and a bulleted list, and an 'Objectives' section with a paragraph and a bulleted list. At the bottom, there are buttons for 'Delete this activity' and 'Done'.

Click on **+ Add Checklist**.

The screenshot shows the DevResults interface for the same project, but now the 'Checklists' tab is selected. The 'Add Checklist' button is highlighted with an orange arrow. The interface shows a list of existing checklists: 'Activity Modification', 'New Hire', and 'Change Indicator Definition'. At the bottom right, there are buttons for 'Reorder Checklists' and 'Add Checklist'.

Give the checklist a name and click the **Add Checklist** button.

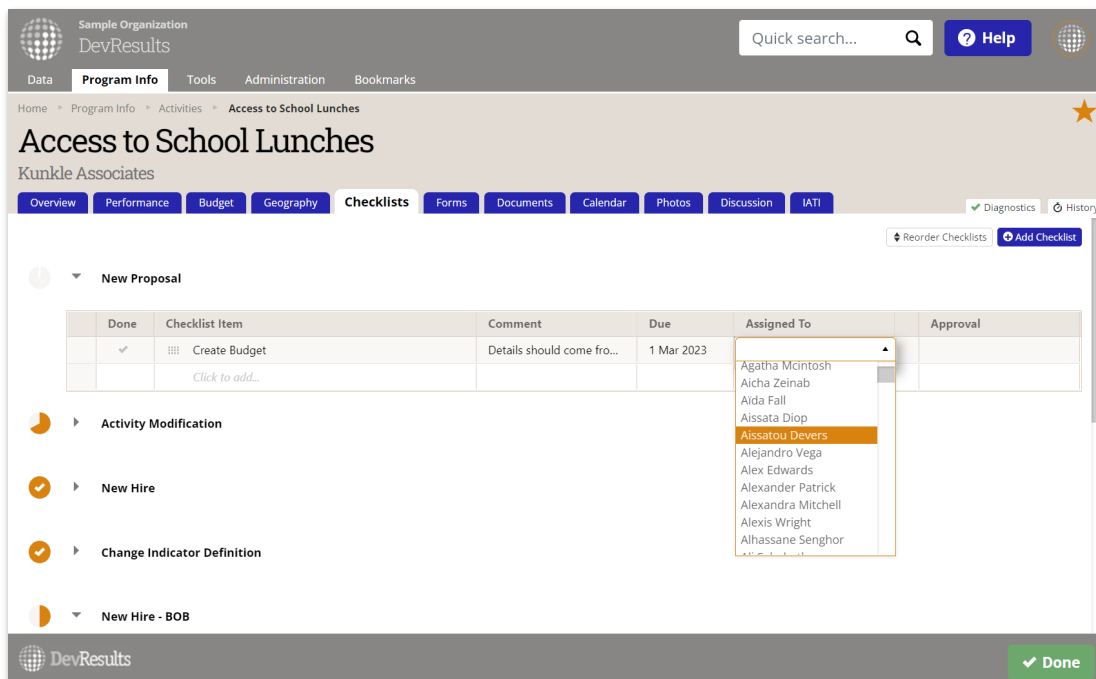


**New Checklist**

Template: Empty checklist

Name: New Proposal

In the **Checklist Item** column, add the name of the task or milestone. Optionally, add a **Comment**, the date the task is **Due**, and the person the task is **Assigned To**. Each checklist item can only be assigned to one person. When you assign a task to someone, they **receive a notification** in their DevResults inbox and via their external email address.



Sample Organization  
DevResults

Quick search...

Data Program Info Tools Administration Bookmarks

Home Program Info Activities Access to School Lunches

## Access to School Lunches

Kunkle Associates

Overview Performance Budget Geography Checklists Forms Documents Calendar Photos Discussion IATI

Reorder Checklists Add Checklist

New Proposal

Done	Checklist Item	Comment	Due	Assigned To	Approval
<input checked="" type="checkbox"/>	Create Budget	Details should come fro...	1 Mar 2023	Agatha McIntosh Aicha Zeinab Aida Fall Aissata Diop <b>Aissatou Devers</b> Alejandro Vega Alex Edwards Alexander Patrick Alexandra Mitchell Alexis Wright Alhassane Senghor	
	Click to add...				

Activity Modification

New Hire

Change Indicator Definition

New Hire - BOB

DevResults

When the user completes the task, they should click the **checkmark** next the task. A completed task has an orange checkmark. A user who belongs to a permission group with the *Checklist Approver* role enabled can click the **Approve** button. When someone approves the task completion, their name and a timestamp appear. Next to the name of the checklist, the pie chart shows the portion of the checklist that's complete and approved.



## Access to School Lunches

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New Proposal

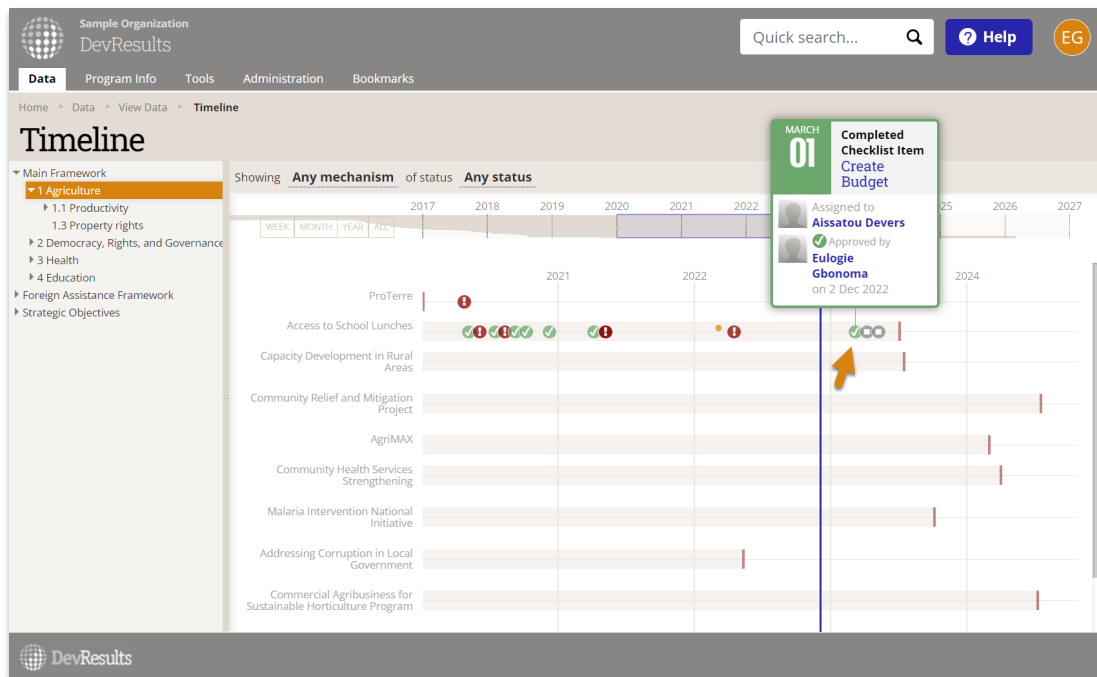
Done	Checklist Item	Comment	Due	Assigned To	Approval
<input checked="" type="checkbox"/>	Create Budget	Details should come fro...	1 Mar 2023	Aissatou Devers	<input checked="" type="checkbox"/> Eulogie Gbonoma, 2 Dec...
<input checked="" type="checkbox"/>	Draft M&E Plan	Consult SOP in documen...	1 Apr 2023	Mamadi Dibba	<input type="button" value="Approve"/>
<input checked="" type="checkbox"/>	Submit for approval	CC team members in Dis...	1 May 2023	Safiatou Ka	
	Click to add...				

## View tasks in Timeline

To view a timeline of project tasks, go to **Data > Timeline** from any DevResults page.

Navigate to your project by selecting the part of the results framework that relates to the project. Next to your project, you can see a timeline that includes each task in that project's task lists, who is responsible for the task, if it's incomplete, complete, or overdue, and who approved completion of the task. Click on the name of the task to return

to the list of checklists for that project.



If you're unable to see your project, make sure you have clicked on the results framework (or objective) that your project is related to. If your project still does not appear, make sure that the project is assigned to indicators for that framework objective by **assigning indicators to that project**.

Projects also must have start and end dates listed on their Overview page in order to show up on the Timeline view.

Didn't answer your question? Please email us at [help@devresults.com](mailto:help@devresults.com).

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