

4.3 Project task templates and checklists



Part of the **Agile Project Management** manual — see also [1. Introduction](#), [2. What's New](#), [3. Scope](#), [4.1 General setup](#), [4.2 Labels](#), [4.4 Notifications](#), [5.1 The board](#), [5.2 Working with cards](#), [5.3 Project task cards](#), [5.4 Ticket cards](#), [5.5 Labels](#), [6. Troubleshooting](#).

4.3.1 Setting up project task templates and checklists

A project task template can carry a checklist, so every task created from it on the board starts with the same items.

4.3.1.1 Add a checklist to a task template

Go to **Setup** → **Dropdowns** → **Project task templates**, open a template and choose its **Checklist** tab. Add the items the task should always start with. A task created on the board from this template (**Create from a template**) gets these items as its checklist. Maintaining these items needs the **Checklist templates** rights on the profile.

Announce the maintenance window	×
Take a database backup	×
Deploy and run migrations	×
Smoke-test the checkout flow	×
Close the maintenance window	×

Add

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