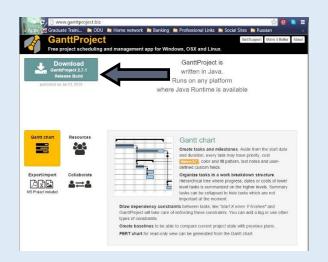
# GanttProject Quick Guide

Create a Gantt chart to track schedule and resources using GanttProject

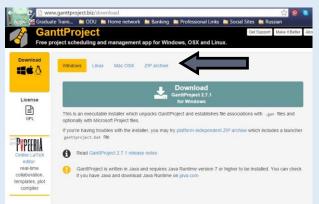
#### **Before You Start**

You will need to use your web browser to navigate to http://www.ganttproject.biz





Select your platform. Then open and allow the program to make changes to your computer. Then you will need to download and install GanttProject 2.7.1. This is done by clicking on the download icon on the upper left corner of the page.



#### IF YOU HAVE PROBLEMS OR NEED TO TROUBLESHOOT THE PROGRAM

If the program does not open once installed make sure you have Java Runtime installed on your operating platform. You may also find links to support at the following web address: http://www.ganttproject.biz/discuss All menu selections may be made with the mouse pointer. This guide will use the menu selection shortcut keys as well as the mouse pointer which will allow you to start faster.

Project Edit View Tasks Resources Help

Organizatio Web Link http:// Description

#### Step 1

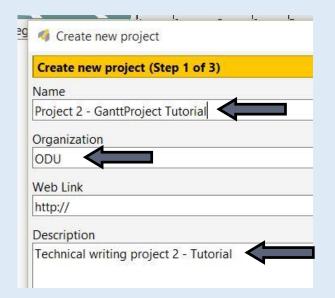
After opening the program by clicking on the newly installed icon for GanttProject



Hold down the "Ctrl" key and then press "N" to open the "Create new project" window.

#### Step 2

Type the name of your project. You may also elect to type in the name of your organization, a web link, and a description at this time. Then Select "Ok".



Zoom In | Zoom Out

Today ▼ | ← Past | Future → Sho

< Back Next > Ok Cancel

Determine approximately how many tasks you have and hold down the "Ctrl" key, then press the "T" key for each task you wish to add.

<mark>% 읍</mark> ।		¢	
1			
£			
<u> </u>			
		Zoom	In   Zoo
	$\leq$	Octobe	er 2015
	$\sim$		
Begin date	End date	1 2	2 5
0/1/15	10/1/15		
0/1/15	10/1/15		
0/1/15	10/1/15		
0/1/15	10/1/15		
0/1/15	10/1/15		
0/1/15	10/1/15		-
0/1/15	10/1/10		
	0/1/15 0/1/15 0/1/15 0/1/15 0/1/15 0/1/15	Begin date End date 0/1/15 10/1/15 0/1/15 10/1/15 0/1/15 10/1/15 0/1/15 10/1/15 0/1/15 10/1/15	Begin date         End date           0/1/15         10/1/15           0/1/15         10/1/15           0/1/15         10/1/15           0/1/15         10/1/15           0/1/15         10/1/15           0/1/15         10/1/15           0/1/15         10/1/15

• <>		1	Zoom In   Z
GANTT 5	43	⇒	October 201
Name	Begin dat	te End date	1 2
◎ task_0	10/1/15	10/1/15	
* task_1	10/1/15	10/1/15	
* task_2	10/1/15	10/1/15	
* task_3	10/1/15	10/1/15	
* task_4	10/1/15	10/1/15	
task_5	10/1/15	10/1/15	
* task 6	10/1/15	10/1/15	

#### Step 4

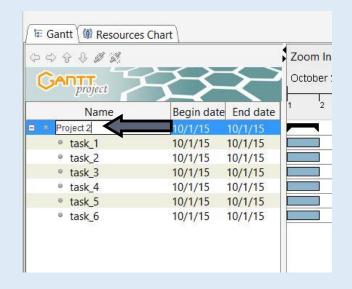
Use "Shift" and the mouse left button to highlight all of the tasks under task 0.

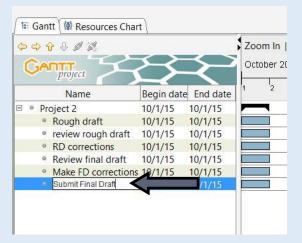
# Step 5

Right click the highlighted area with your mouse pointer and then select "Indent" followed by a left click.

	43	$\Rightarrow$	Zoom I October	
Name	Begin dat	te End date	1 2	5
∃ ® task_0	10/1/15	10/1/15		
task_1	10/1/15	10/1/15		
task_2	10/1/15	10/1/15		
task_3	10/1/15	10/1/15		
task_4	10/1/15	10/1/15		
task_5	10/1/15	10/1/15		
task 6	10/1/15	10/1/15		

Double click on task 0 and then rename task 0 as the project name.



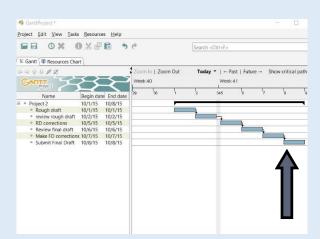


#### Step 7

Double click on each task and then rename all of the other tasks.

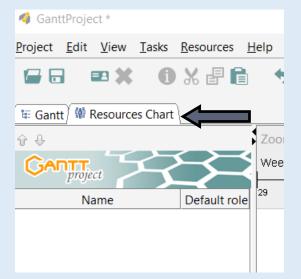
#### Step 8

Hold down the left button of the mouse on each task bar (the graphic in blue) and drag the black arrow to the task below. This makes the beginning of the following task dependent upon the completion of the preceding task.



Double click on a task date to open a dialogue box, then estimate how much time it will take to complete each task Select "Ok" to close the box.

Properties for rev	view rough draft
General 🗎 Prede	cessors 🕻 🏶 Resources 🏹 🗐 Custo
Name	review rough draft
Milestone	
Scheduling options	in this dialog 🛛
Begin date	October 2, 2015
End date	October 7, 2015
Duration	4
Additional constrain	t
Priority	Normal

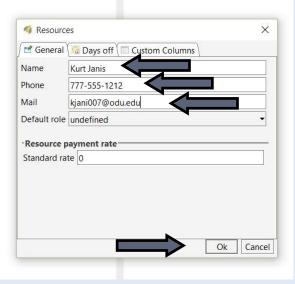


### Step 10

Select the "Resources Chart" tab.

#### Step 11

Hold "Ctrl" and then push the "H" button to open a dialogue box. Enter your resource name and any additional information of your choice. Then select the "Ok" button to close the dialogue box. Repeat for additional resources.



Select the "Gantt" tab.

	$\leftarrow$	
GADTT C	$\mathbf{F}$	$\prec \supset$
project		
Name	Begin dat	e End date
Project 2	10/1/15	10/13/15
Rough draft	10/1/15	10/1/15
	10/2/15	10/7/15
review rough draft	10/2/15	
<ul> <li>review rough draft</li> <li>RD corrections</li> </ul>	10/8/15	10/8/15
RD corrections	10/8/15 10/9/15	10/8/15

deneral (* Predeo	cessors 🕅 Resources	s
Vame	Rough draft	
Ailestone		
cheduling options	in this dialog 🛛	
-	in this dialog  October 1, 2015	E
Begin date		2
Scheduling options Begin date End date Duration	October 1, 2015	

#### Step 13

Double click a task date to open a dialogue box. Select the "Resources" tab.

#### Step 14

Select "Add" and use the drop down to add a resource to this task. Select the "Ok" button to close the dialogue box. Add resources for all of your tasks.

Adding more than one resource to a task will shorten the duration of that task.

ID	Resource Nam	e Unit	Coordinator	Role
	Kurt Janis	100.0	V	undefined

# Congratulations! You have made a Gantt chart to track the progress of your project.

GanttProject *														555		×
<u>P</u> roject <u>E</u> dit <u>V</u> iew <u>T</u> ask	<u>R</u> esource	es <u>H</u> elp														
	DX₽	6	¢							Sear	rch <ctrl+f< th=""><th>&gt;</th><th></th><th></th><th></th><th></th></ctrl+f<>	>				
🗇 🖩 Gantt 🕅 Resources Cha	rt \															
~~~~			Zoo	m In   Zoo	m Out	Toda	<b>ay ▼</b>   ← Pa	ast   Futur	e → Sho	ow critical	path   Ba	selines				
GANTT S	$\sim$	$\Rightarrow$	Wee	k 40			Week	41				Week	42	- 23		
Name	Begin dat	e End date	29	1 30	1	2	345	6	7	8	9	12	 13	14	 15	1
Project 2	10/1/15	10/13/15	_		~	10										
Rough draft	10/1/15	10/1/15				L,						_				
review rough draft	10/2/15	10/7/15					1111									
<ul> <li>RD corrections</li> </ul>	10/8/15	10/8/15									4					
Review final draft	10/9/15	10/9/15									Ĺ					
<ul> <li>Make FD correction</li> </ul>	s 10/12/15	10/12/15										Ĺ.	4			
<ul> <li>Submit Final Draft</li> </ul>	10/13/15	10/13/15					t					T	Ĺ			