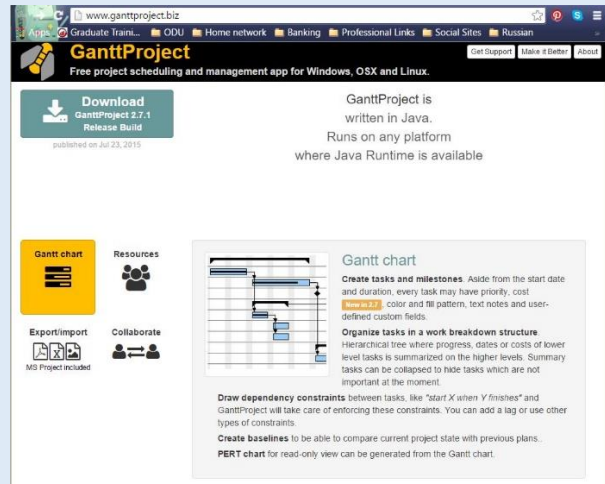# GanttProject Quick Guide

Create a Gantt chart to track schedule and resources using GanttProject
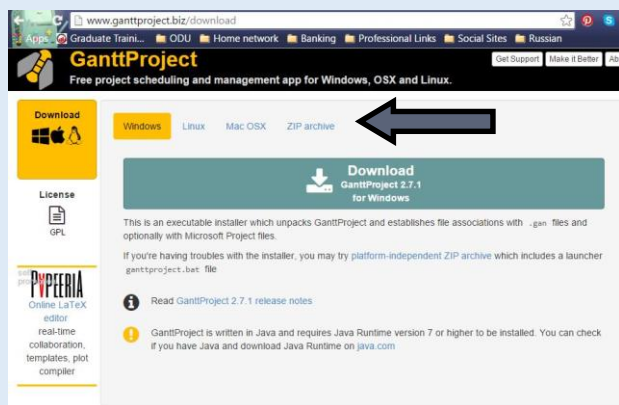
Before You Start

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

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.

Select your platform. Then open and allow the program to make changes to your computer.

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
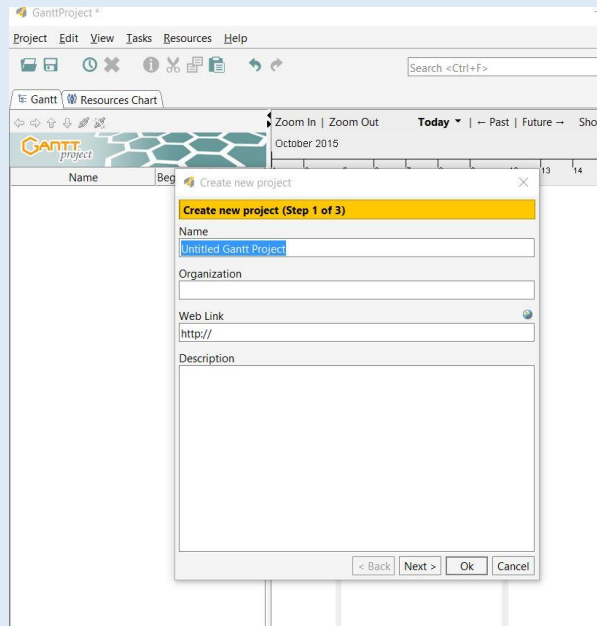
All menu selections may be made with the mouse pointer. This guide will use the menu selection shortcut keys as well as the mouse pointer which will allow you to start faster.

Step 1

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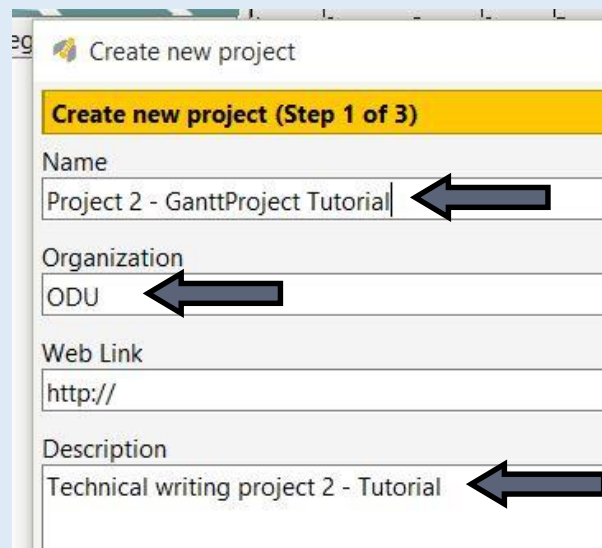

Hold down the "Ctrl" key and then press "N" to open the "Create new project" window.
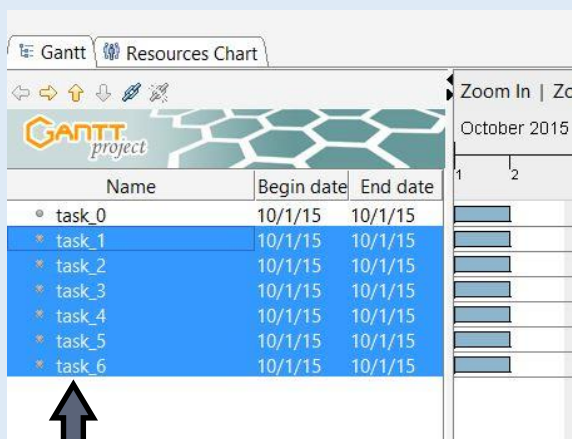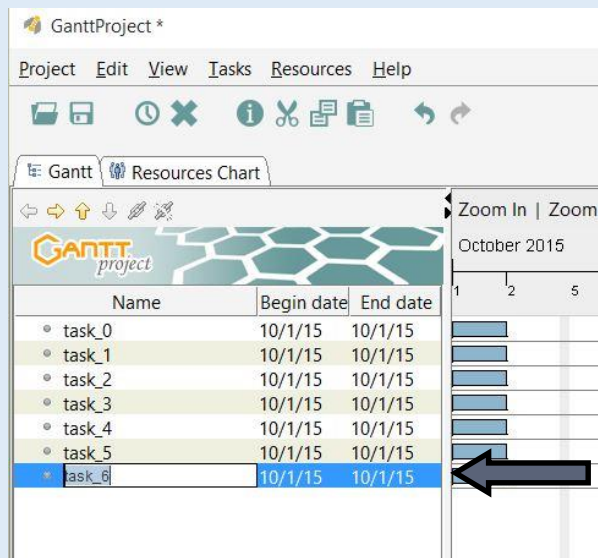

Step 2

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".

Step 3

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.
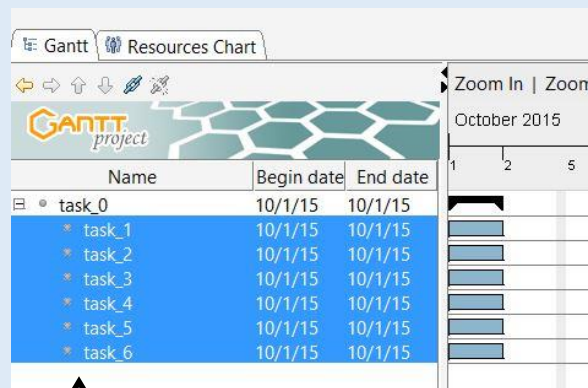
Step 4

Use "Shift" and the mouse left button to highlight all of the tasks under task 0.
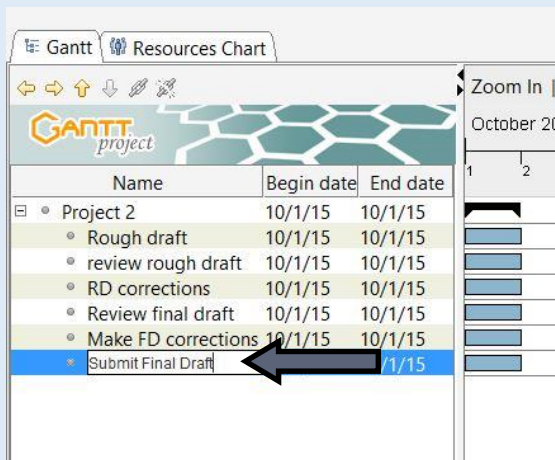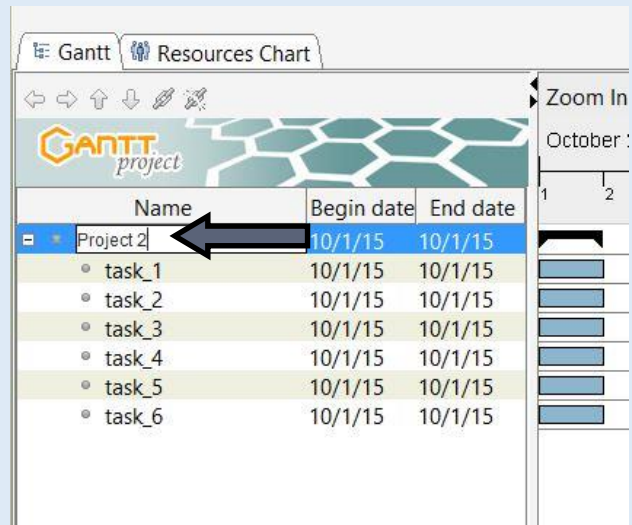
Step 5

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

Step 6

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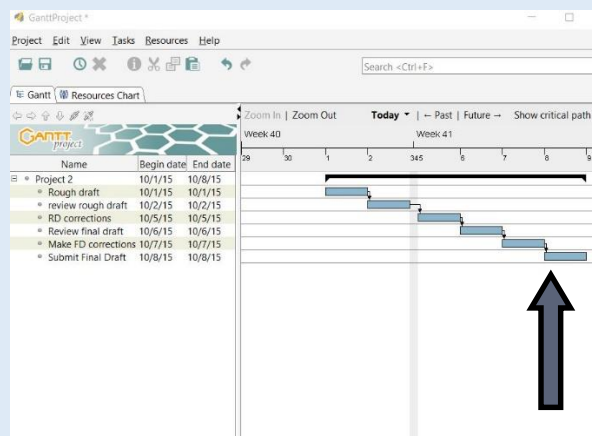

Step 7

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.

Step 9

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.
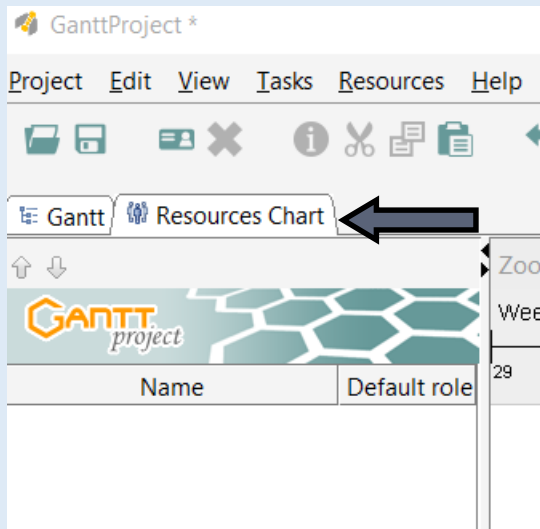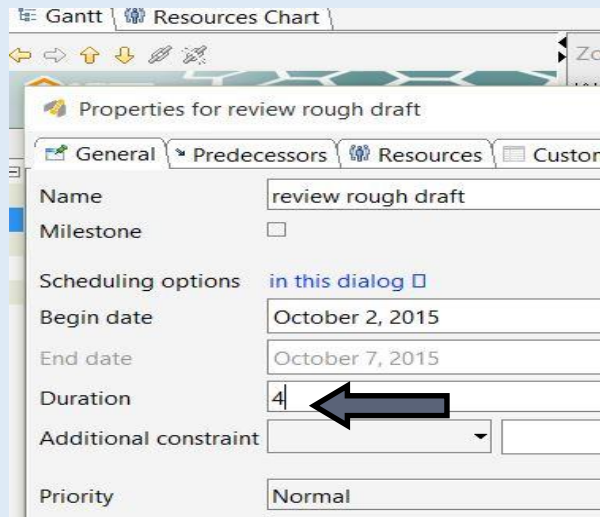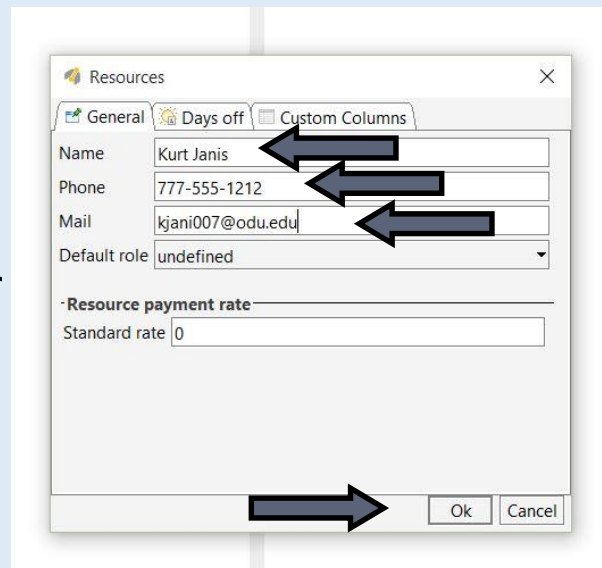
Step 10

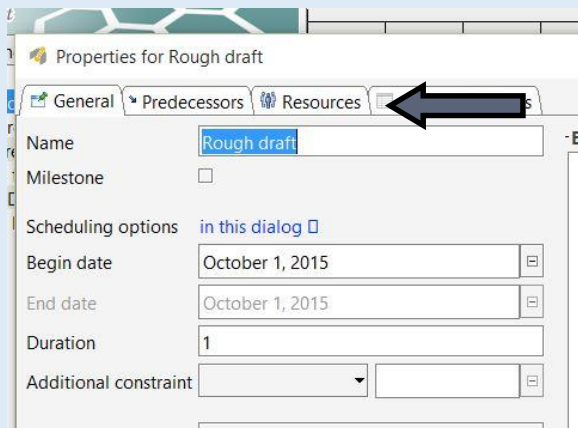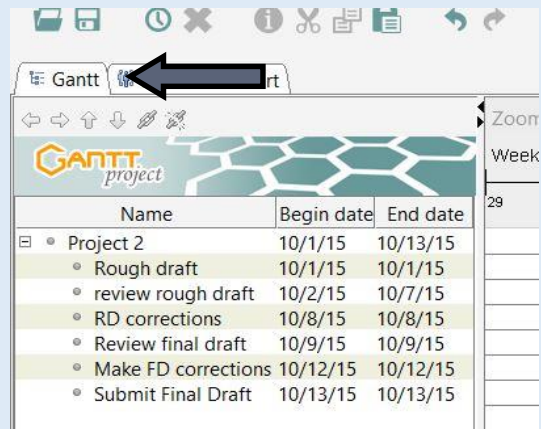Select the "Resources Chart" tab.

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.
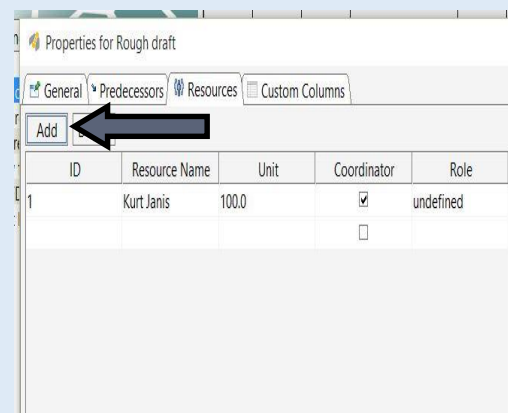
Step 12

Select the "Gantt" tab.

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.

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