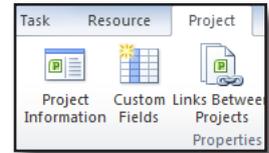


Project Start date

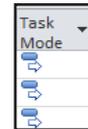
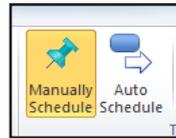
Set project start date using the **Project** menu and **Project information**



Enter tasks

Enter tasks under Task Name, estimate time, change to Auto Schedule

play	2 days
test	2 days
make examples	2 days
write docs	8 days
training plan	2 days
organise training	2 days
Post training support	5 days

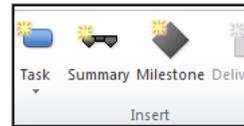


Group Tasks under summary tasks

Highlight tasks and group under a summary task using the **task** menu and **summary**



Use **Outdent** and **Indent** to change the level

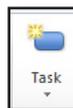


Plan	2 days
play	2 days
test	2 days
document	8 days
make examples	2 days
write docs	8 days
training plan	2 days
training	5 days
organise training	2 days
Post training support	5 days

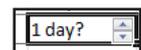
Add tasks

Add in extra tasks and allocate times using the **task** menu and task

6	write docs	8 days
7	training plan	2 days
8	training	7 days

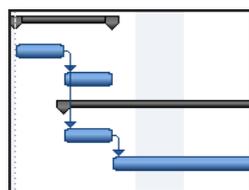
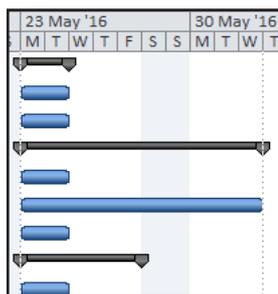


6	write docs	8 days
7	Print Docs	1 day
8	training plan	2 days



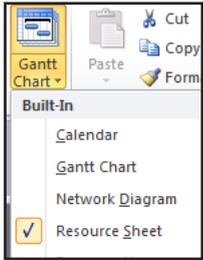
Link tasks

Drag between entries on the chart or use the **link** button on the **task** menu. Double-click the link line to change the relationship.



plan	4 days	Mon 16/05/16	Thu 19/05/16
Play	2 days	Mon 16/05/16	Tue 17/05/16
Test	2 days	Wed 18/05/16	Thu 19/05/16
document	12 days	Fri 20/05/16	Mon 06/06/16
Make examples	2 days	Fri 20/05/16	Mon 23/05/16
Write docs	8 days	Tue 24/05/16	Thu 02/06/16
Print Docs	2 days	Fri 03/06/16	Mon 06/06/16
Training Plan	3 days	Tue 24/05/16	Thu 26/05/16
training	14 days	Tue 24/05/16	Fri 10/06/16
Organise training	2 hrs	Tue 24/05/16	Tue 24/05/16
training course	1 day	Fri 03/06/16	Fri 03/06/16
Post training support	5 days	Mon 06/06/16	Fri 10/06/16

Create Resources



Select Resource sheet and add resources. Set hourly rates. Printing is a material - add units. Costs are for unknowns such as train tickets or biscuits.

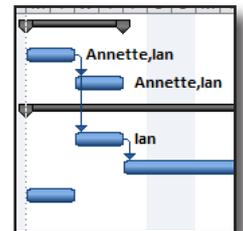
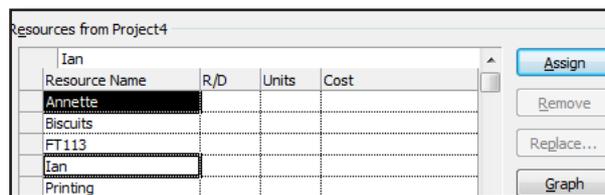
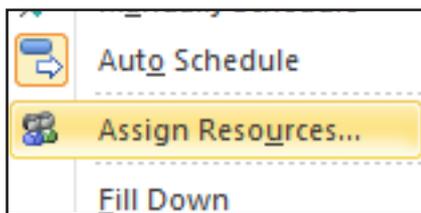
Resource Name	Type	Material	Initials	Group	Max.	Std. Rate
Ian	Work		I		100%	£10.00/hr
Annette	Work		A		100%	£12.00/hr
FT113	Work		F		100%	£150.00/hr
Biscuits	Cost		B			
Printing	Material	booklet	P			£0.80

Assign resources

In Gantt chart view, Right Click task to Assign Resources

Resource Name	R/D	Units	Cost
Printing		12 booklet	£9.60

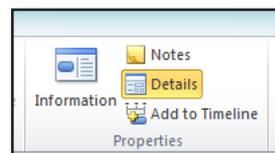
Resource Name	R/D	Units	Cost
Annette		100%	£48.00
Biscuits			£3.99
FT113		100%	£600.00
Ian		100%	£40.00



Look at details

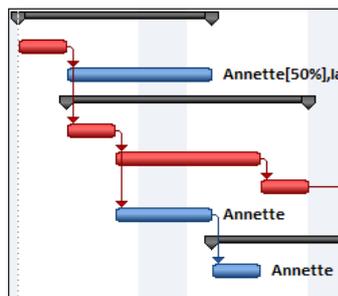
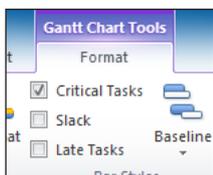
Double click tasks to look at resources or turn on details pane.

Task Information		
General	Predecessors	Resources
Name: test		
Resources:		
Resource Name	Assignment Owner	Units
Annette		50%
Ian		50%



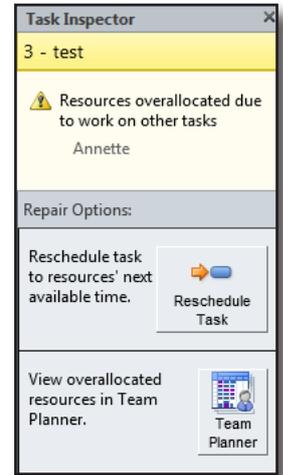
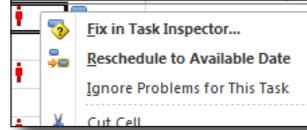
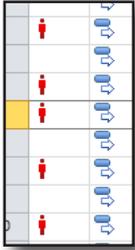
See the critical path

Click on the Gantt chart and there are many options on the tools menu including **Critical Path**

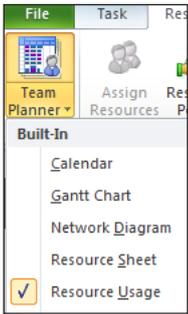


Fix over allocations

Right click and individually reschedule or use **task inspector**. Alternatively add resources or, on the resource menu select **level all**.



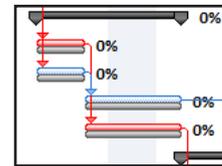
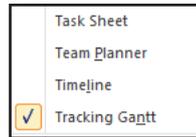
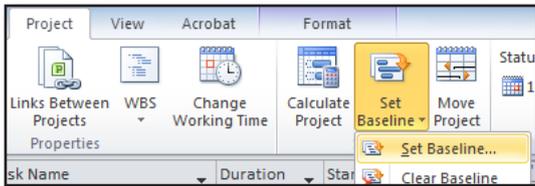
Use the resource usage view to see and fix problems.



Resource Name	Work	Details	23 May '16						
			S	M	T	W	T	F	S
Ian	68 hrs	Work		8h	8h		12h	4h	
play	16 hrs	Work		8h	8h				
test	16 hrs	Work					0h	0h	
make examples	8 hrs	Work					8h		
write docs	8 hrs	Work					4h	4h	
organise training	16 hrs	Work							
training day	4 hrs	Work							
Annette	100 hrs	Work		8h	8h	8h		16h	
play	16 hrs	Work		8h	8h				
test	16 hrs	Work					4h	4h	
write docs	8 hrs	Work					4h	4h	

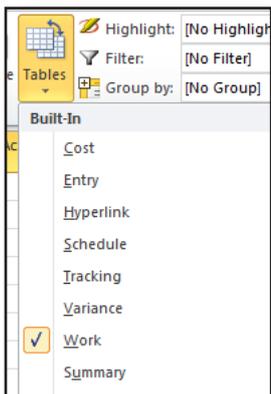
Set a baseline

Using the tracking Gantt offers a comparison.

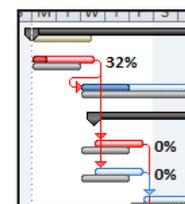


Enter Actual values

On the View menu select the Work table to enter work done or remaining

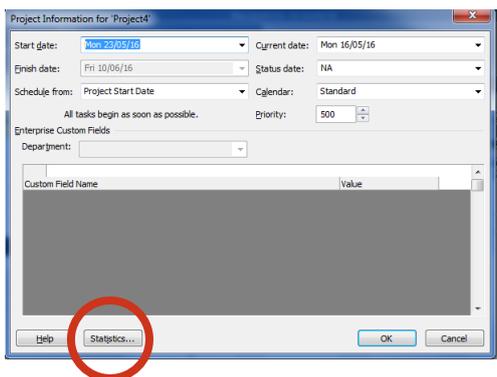


	Actual	Remaining	% W. Comp.
s	21 hrs	40 hrs	34%
s	13 hrs	28 hrs	32%
s	8 hrs	12 hrs	40%
s	0 hrs	40 hrs	0%
s	0 hrs	8 hrs	0%
s	0 hrs	16 hrs	0%



Project overviews

Using the **Project** menu and **Project Information**, click on **Statistics** to get an overview.



Project Statistics for 'Project4'

	Start	Finish
Current	Mon 23/05/16	Fri 10/06/16
Baseline	Mon 23/05/16	Fri 10/06/16
Actual	Mon 23/05/16	NA
Variance	Od	Od

	Duration	Work	Cost
Current	15d	157h	£2,344.59
Baseline	15d	172h	£2,493.59
Actual	2.24d	24h	£269.00
Remaining	12.76d	133h	£2,075.59

Percent complete:
Duration: 15% Work: 15%

Close

Turn on timeline in the view menu. Right click the timeline to choose selected tasks. Right click a timeline bar to turn into a callout.

