

Gantt Charts:

Project Manager Gantt & Resource Manager Gantt Charts.

Purpose: Create and manage projects and resources using Gantt charts.

Perspective: "People Assignment"

This tutorial covers two topics:

1.1 Gantt Chart Structure

1.2 Interactivity in the Gantt Chart

In this Perspective, there are two views, "Projects & Tasks" and "People Gantt". These represent the Project Manager Gantt Chart (Projects & Tasks) and the Resource Manager Gantt Chart (People Gantt). The Gantt chart area presents planning and capacity information in a calendar layout. The graphical presentation makes it easy to get an overview of planning and capacity over time. The Gantt chart can show information on a daily, weekly or monthly. By changing the time resolution, you can switch between viewing resources and planning activities on detailed level or on a more long term basis.

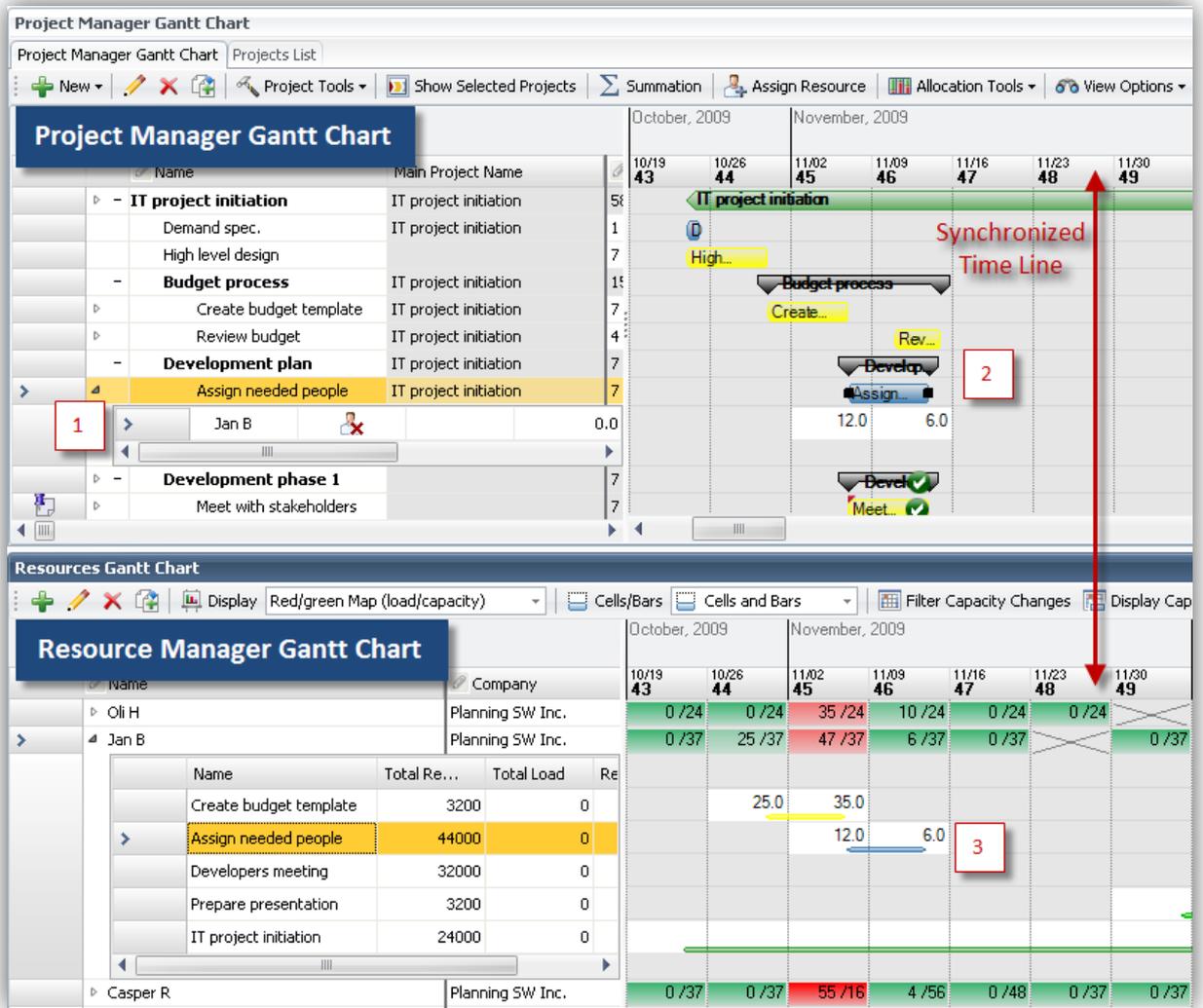
Since this perspective shows both projects, tasks and people in one perspective, you can book people to projects or tasks in the Projects & Tasks pane and assign them hours while maintaining a balanced capacity by keeping track of their red/green display in the People Gantt below. These two panes are synchronized which means that whatever happens in one pane happens in the other pane, such as looking at a particular date in time. Whenever you assign people to projects or tasks, their hours and capacity automatically updates throughout the system so you can immediately see the results of the assignment.

1.1 Gantt chart structure

On the horizontal axis, each line in the Gantt chart area shows information related to the line next to it in the Grid area. On the vertical axis, each sector or column represents a day, week or month. In other words, each cell shows information about the line next to it in the grid for a specific day, week or month.

Diagram A shows the Project Manager Gantt Chart and the Resource Manager Gantt Chart with a synchronized time line. You can see projects and tasks and who is assigned to them, and how many hours they are assigned in the Project Manager Gantt Chart. Below, in the Resource Manager Gantt Chart you can see the availability for each person, and how their assignments to projects and tasks affect their capacity.

Diagram A: (Project Manager and Resource Manager Gantt Charts)



1.2 Interactivity in the Gantt Chart

The Gantt Chart is interactive. You can drag and drop any project or task in time to either move it in time, or you can extend or reduce the duration of the project.

You can add or remove hours in the Gantt chart anytime white cells appear with numbers in them, indicating hours.

You can also edit in any time resolution, day, week, or month. You can easily switch between editing in day, week or month mode by right clicking on the Gantt chart, selecting the time resolution you want (day, week, or month), and then right clicking on the hours and selecting "Open for editing" and then editing in whichever view you are in. (See diagram b). Notice that when you change resolutions, before clicking "Open for editing" there is a dotted line around the white cells. Once you select "Open for editing" this dotted line disappears and you may begin editing hours in the new time resolution.

Diagram B: (Changing to day resolution from week resolution)

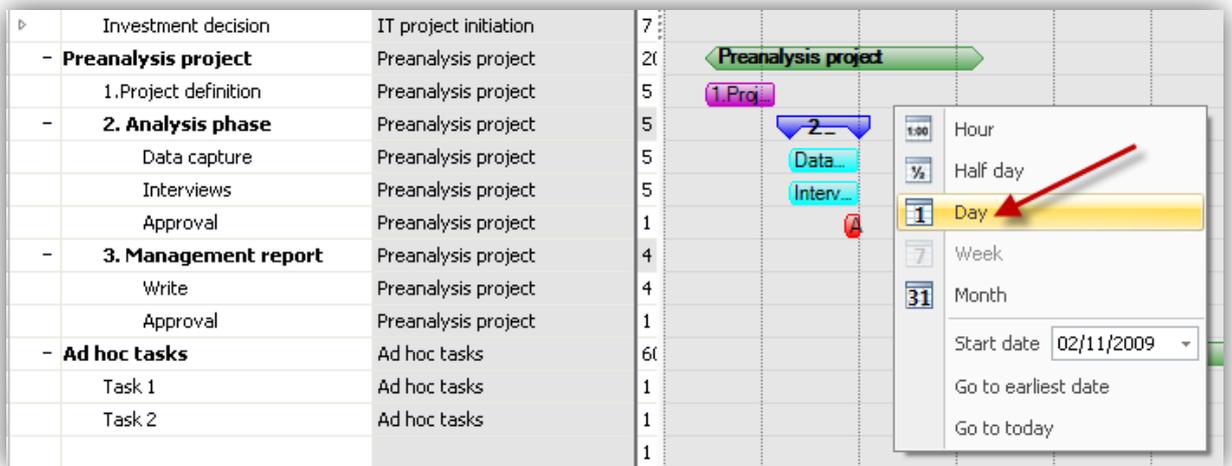
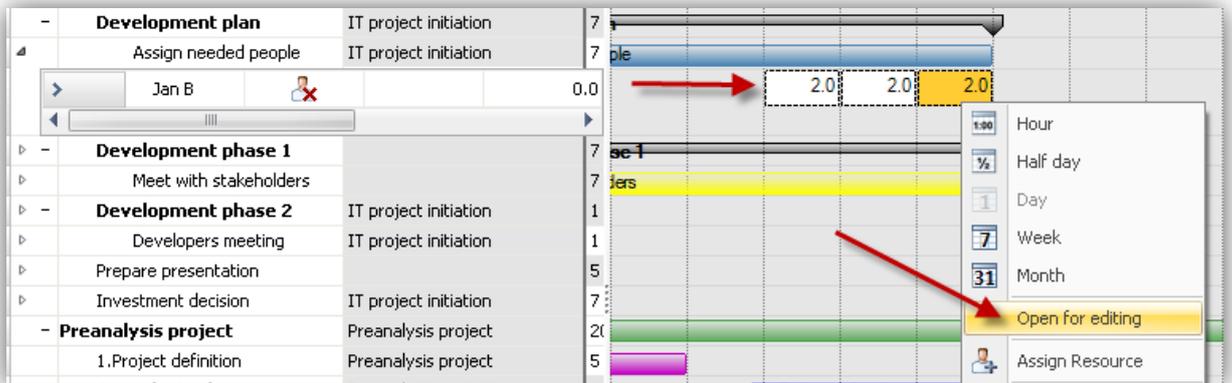


Diagram C: (Opening for editing, note dotted lines on hours, which become solid once cells are open for editing).



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