

Gantt Chart-
Guide to Using Project Libre
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Steps to Build Gantt Chart

•1. Complete dependency table with:

- Id
- Task name
- Duration
- Predecessor

ID	Task Name	Duration	Predecessor
1			
2			
3			
4			

- Use Local Bus Project Plan Warm Up document in Dropbox.

•2. Document your Assumptions:

- Holidays
- Start date
- etc

•3. Open Project Libre

- Click Create Project
- Enter Project Name
- Enter Project Start Date

- To set milestones:
 - Create a milestone task name
 - Set Duration to '0' days

New Project

Project Name: Pops Project

Manager:

Start Date: 3/4/20 Forward scheduled

Notes:

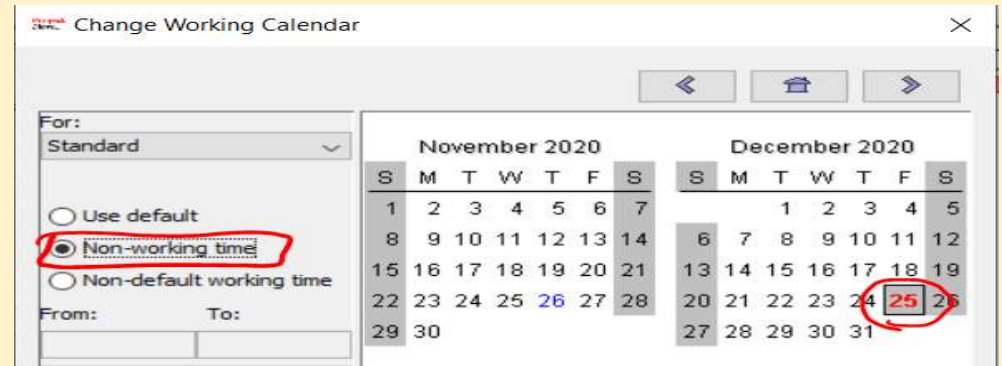
OK Cancel Help

•4. Enter Task name, Duration and Predecessor into rows

		Name	Duration	Start	Finish	Predecessors
1		A1 Client Workshop	10 days	3/4/20 8:00 AM	3/17/20 5:00 PM	
2		A2 CASE Model	15 days	3/18/20 8:00 AM	4/7/20 5:00 PM	1

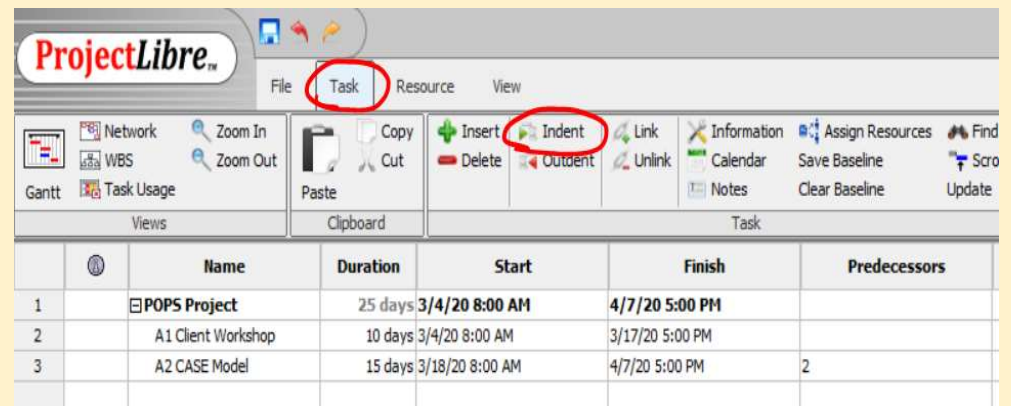
•5. Add holidays

- On FILE go to CALENDAR
- Select dates
- Set to NON-WORKING TIME
- Repeat for all holidays



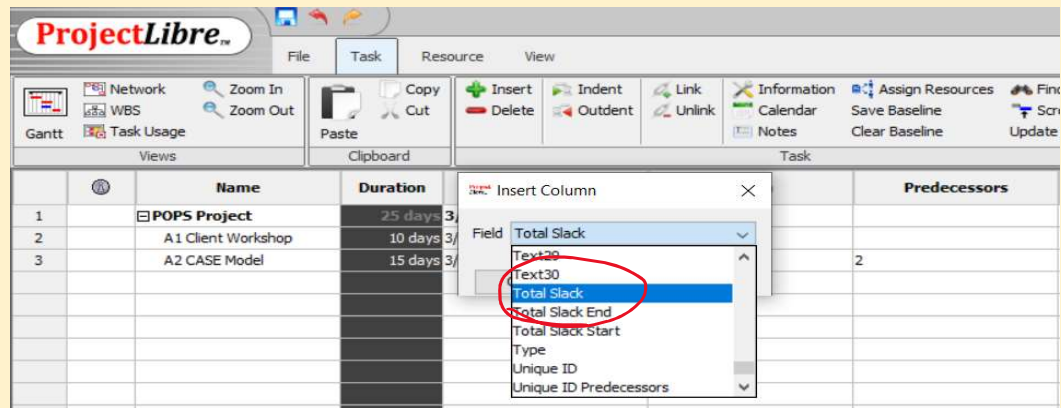
•6. Add Project Summary Task

- Insert New Task above task 1
 - Right click on ID 1
 - Choose New
 - Type in Name of Project
- Select all Task below
- On TASK click INDENT



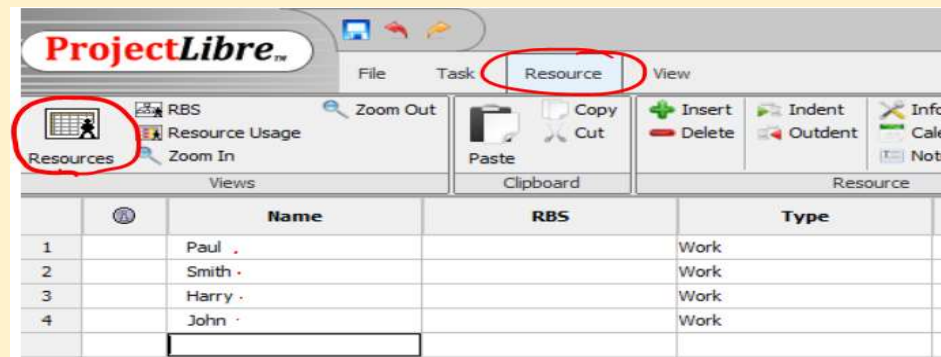
•7. Add Total Slack Column

- Right Click on Duration Column heading
- Choose Insert Column
- On Dialog box, choose Total Slack



•8. Add Resources

- Go to RESOURCES click Resources Button
- Type in resource names
- Use separate rows for each resource

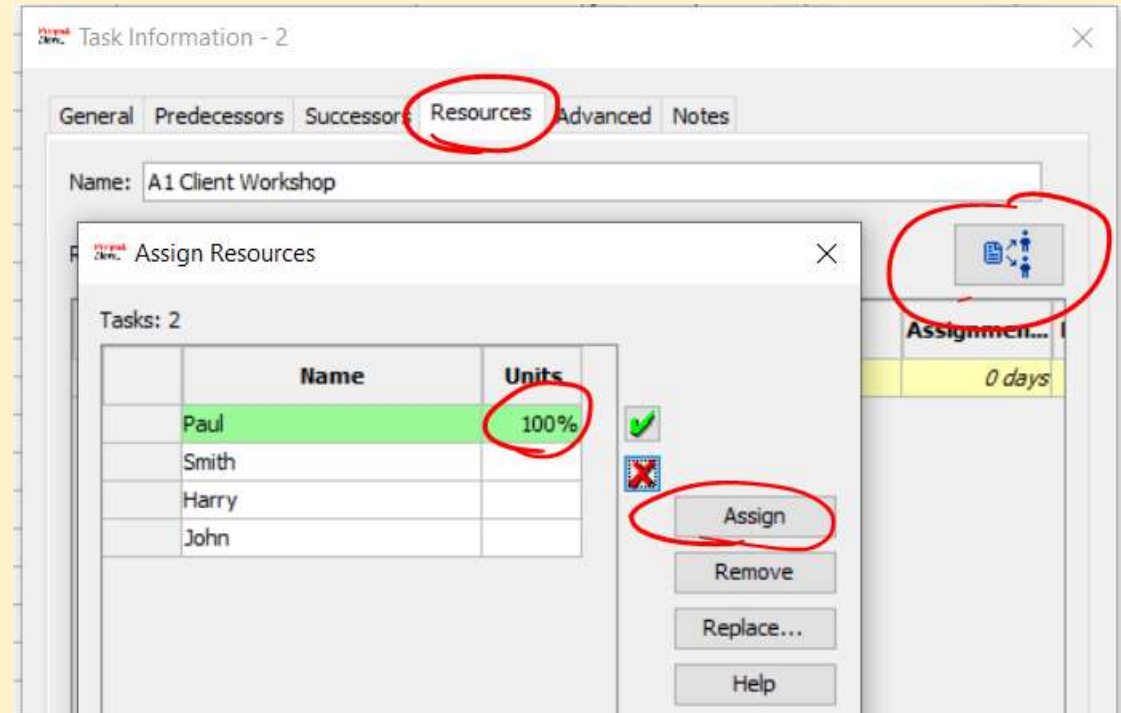


•9. Assign Resources to Tasks

- Go back to Gantt Chart view
 - TASK click Gantt

- Double click first task
- Go to Resources Tab
- Click Assign Button
- Select resource
- Click Assign

- Repeat for each Task



•10. Add Cost Elements

- Go to Resources
- Add Cost Elements as Resources
- Double Click each Cost Element
- On General Tab,
 - Change Type to Material
- On Cost Tab,
 - Enter Cost per use

ProjectLibre™

File Task Resource View

RBS Resource Usage Zoom Out Copy Cut Insert Indent Information Find
Resources Zoom In Paste Delete Outdent Calendar Notes

	Name	RBS	Type	E-mail Address
1	Paul		Work	
2	Smith		Work	
3	Harry			
4	John			
5	Project Admin			
6	Consultants			
7	etc			

Resource Information

General Costs Resource Availability Tasks Notes

Name: Project Admin Initials:

E-mail Address: Group:

RBS: Generic

Type: Material Material Label:

Base Calendar: Work

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File Task Resource View

RBS Resource Usage Zoom Out Copy Cut Insert Indent Information Find
Resources Zoom In Paste Delete Outdent Calendar Notes

	Name	RBS	Type	E-mail Address	Material Label
1	Paul		Work		P
2	Smith		Work		S
3	Harry				
4	John				
5	Project Admin				
6	Consultants				
7	etc				

Resource Information

General Costs Resource Availability Tasks Notes

Name: Project Admin

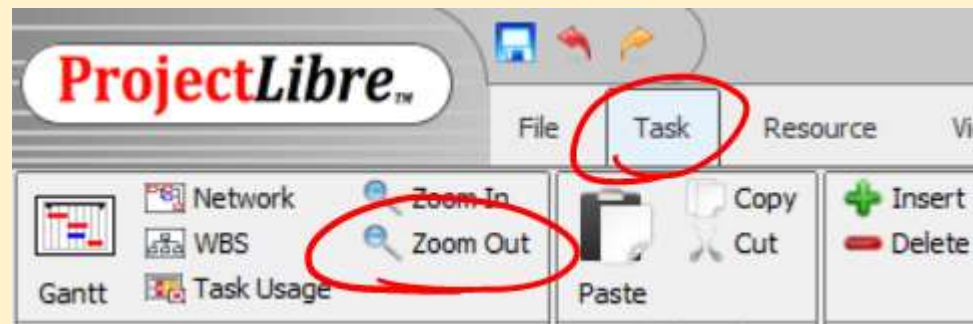
Cost rate tables

A	B	C	D	E
veDate	Standard Rate	Overtime Rate	Cost Per Use	
M	TTD0.00/hour	TTD0.00/hour	TTD20000.00	

•13. Screen Shot for Appendix

• Before:

- Check that all the columns are visible
 - Task, Cost, Total Slack, Duration, Start, Finish, Predecessor, Resources
- Check that all bars are visible
 - On TASK
 - Click Zoom Out



- Once, OK
- Use either **Snipping Tool** OR **Prt Sc** button on Keyboard
- Paste into Final Report Appendix B

ID	Name	Cost	Total Slack	Duration	Start	Finish	Predecessors	Resource Names
1	A1 Client Workshop	TTD0.00	0 days	10 days	11/26/20 8:00 AM	12/9/20 5:00 PM		Paul
2	A2 Case Model	TTD0.00	0 days	15 days	12/10/20 8:00 AM	12/30/20 5:00 PM	1	Smith

A Gantt chart showing task bars for Paul and Smith. The chart is titled 'Dec 2020' and 'Jan 2021'. The x-axis shows dates from 23 to 04. A red bar for Paul starts at 11/26/20 and ends at 12/9/20. A red bar for Smith starts at 12/10/20 and ends at 12/30/20.

Resource	Task	Start	Finish
Paul	A1 Client Workshop	11/26/20 8:00 AM	12/9/20 5:00 PM
Smith	A2 Case Model	12/10/20 8:00 AM	12/30/20 5:00 PM