

Guide to Using Project Libre For Gantt Charts and Budget

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:

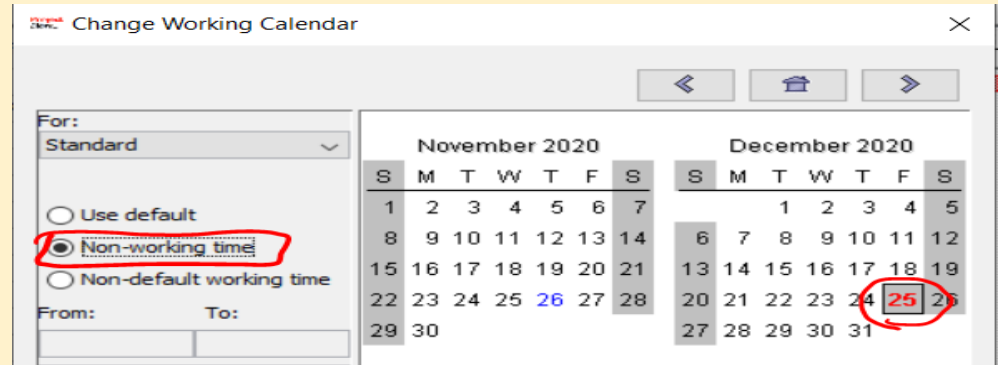
OK Cancel Help

•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

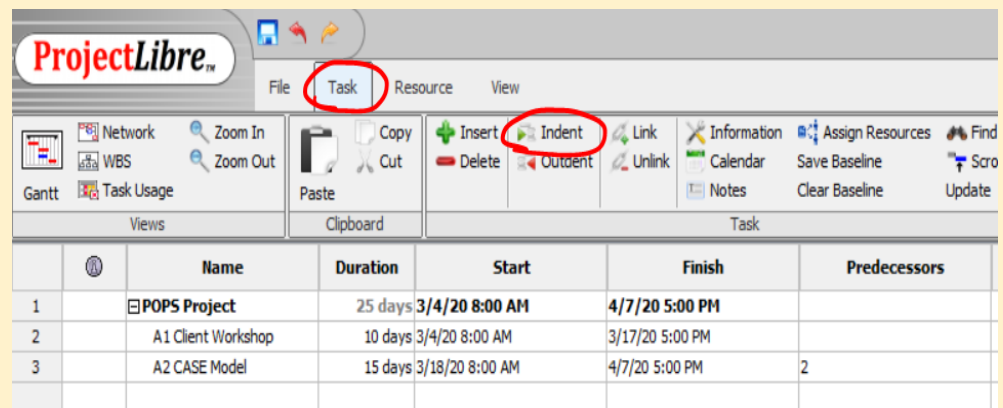
•5. Add holidays

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



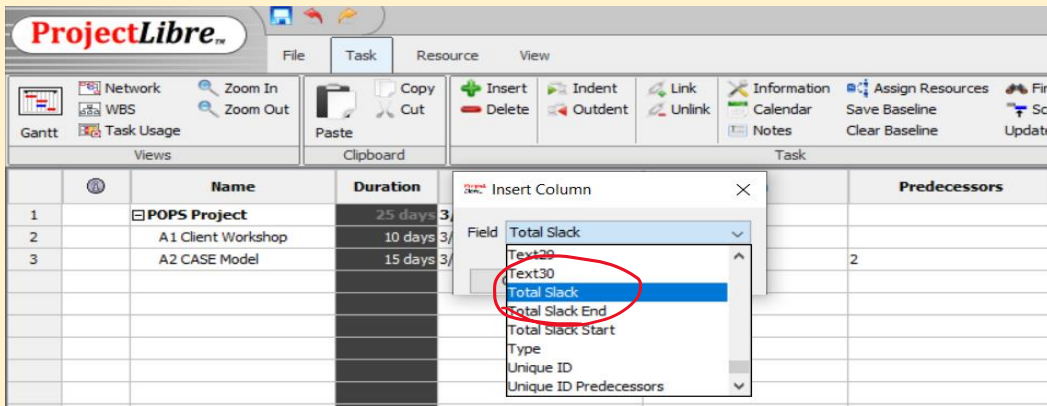
•6. Add Project Summary Task

- 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



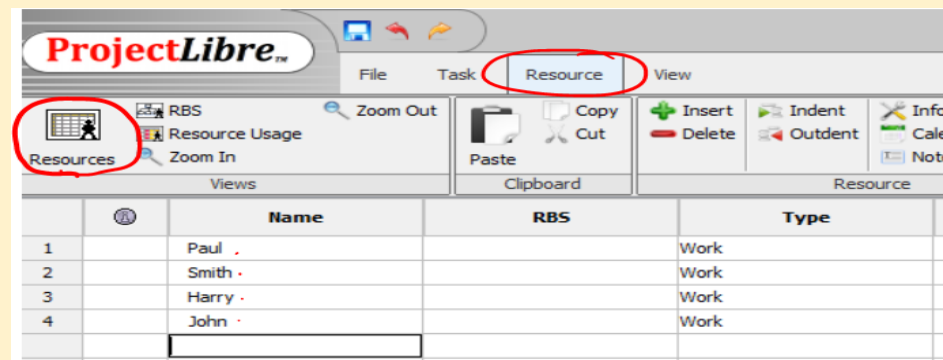
•7. Add Total Slack Column

- 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
- Add the Standard Rates

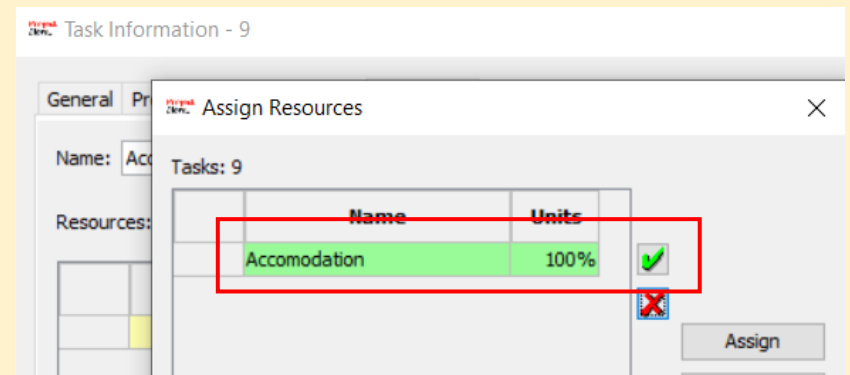


• 10. Add Overhead Cost e.g. Accommodation

- Go to Resource Sheet
- Add to new row
- Enter **Cost per use**


	Name	RBS	Type	Max. Units	Standard Rate	Overtime Rate	Cost Per Use	Accrue At
1	Accommodation		Work	100%	£0.00/hour	£0.00/hour	£250.00	Pro-rated

- Assign Resource to Task
- Use Units % as number of usage
- Repeat for each Overhead Cost element



•11. Add Fixed Cost to Gantt Chart

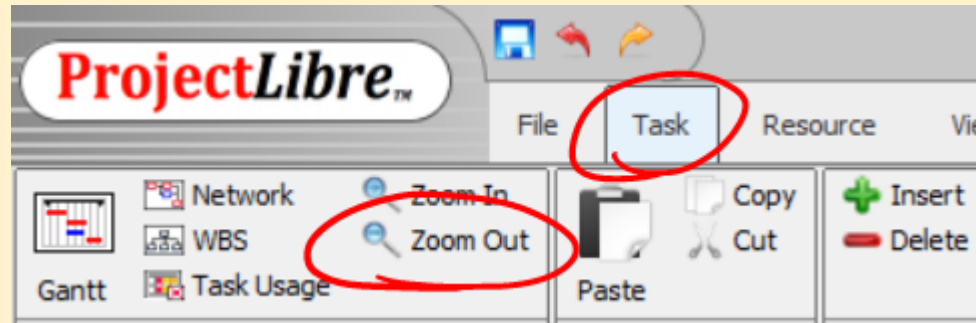
- Go back to Gantt Chart view
- Enter in new Row:
 - Name- the Fixed Cost Elements e.g. Hardware
 - Duration- '0'
- Insert Fixed Cost Column
- Enter the Amount in the Fixed Cost Column
- Repeat for each Fixed Cost element

		Name	Cost	Fixed Cost	Duration
1		A1 Client Workshop	TTD0.00	TTD0.00	10 days
2		A2 Case Model	TTD0.00	TTD0.00	15 days
3		A3 User Review	TTD0.00	TTD0.00	10 days
4		B1 Database Definition	TTD0.00	TTD0.00	10 days
5		B2 Forms Design	TTD0.00	TTD0.00	20 days
6		B3 Report Design	TTD0.00	TTD0.00	5 days
7		C1 System Testing	TTD0.00	TTD0.00	20 days
8		C2 Handover	TTD0.00	TTD0.00	5 days
9		Accomodation	TTD10400.00	TTD0.00	80 days
10		Hardware	TTD5000.00	TTD5000.00	0 days

•12. Screen Shot

• Before:

- Check that all the columns are visible
 - Task, Cost, Fixed 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

	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

Dec 2020														Jan 2021	
23	26	29	02	05	08	11	14	17	20	23	26	29	01	04	
														Paul	
															Smith