

## Introduction

*ProjectLibre* is free, opensource Project Management software which runs under Windows or MacOS. It is very similar to Microsoft Project Manager, with some slight differences in functionality and the user interface.

The software for both platforms can be downloaded from:

<https://www.projectlibre.com/product/projectlibre-open-source>

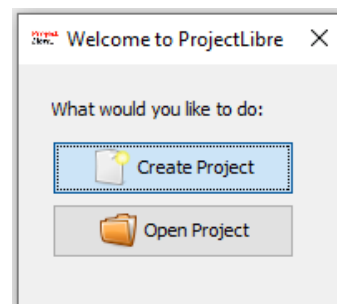
If you search *Google* or *YouTube* you will find many tutorials and guides on how to use this software, however these tutorial sheets will take you through the basic steps.

In this tutorial you will learn the steps required to construct the following Work Breakdown Structure (WBS):

- 0.0 Intranet Project
  - 1.0 Concept
    - 1.1 Evaluate current systems
    - 1.2 Define requirements
      - 1.2.1 Define user requirements
      - 1.2.2 Define content requirements
      - 1.2.3 Define system requirements
      - 1.2.4 Define server owner requirements
    - 1.3 Define specific functionality
    - 1.4 Define risks and risk management approach
    - 1.5 Develop project plan
    - 1.6 Brief Web development team
  - 2.0 Web Site Design
  - 3.0 Web Site Development
  - 4.0 Roll Out
  - 5.0 Support

1. First open ProjectLibre.
2. Select *Create Project*
3. Enter *Project Name*: Intranet Project  
*Start Date*: 3/08/2015  
*Forward Scheduled*: ✓

Click on **OK**.

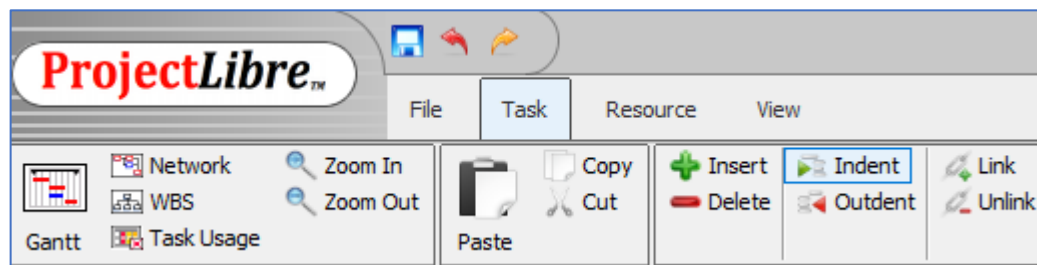


4. Enter the name of the activities in the *Name* column as shown below. The *Duration* and *Start* and *Finish* dates will be filled in automatically. We will recalculate these later.

	Ⓜ	Name	Duration	Start	Finish
1		0.0 Intranet Project	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
2		1.0 Concept	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
3		1.1 Evaluate current systems	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
4		1.2 Define requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
5		1.2.1 Define user requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
6		1.2.2 Define content requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
7		1.2.3 Define system requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
8		1.2.4 Define server owner requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
9		1.3 Define specific functionality	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
10		1.4 Define risks and risk management approach	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
11		1.5 Develop project plan	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
12		1.6 Brief Web development team	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
13		2.0 Web Site design	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
14		3.0 Web Site Development	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
15		4.0 Roll Out	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
16		5.0 Support	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM

Note that all the activities are set to the start of the project (August 3<sup>rd</sup>).

- Select each activity, then click on the *Task* tab and then the *Indent* button to differentiate the WBS levels.



The list of activities should now look like this:

	Ⓜ	Name	Duration	Start	Finish
1		▢ 0.0 Intranet Project	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
2		▢ 1.0 Concept	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
3		1.1 Evaluate current systems	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
4		▢ 1.2 Define requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
5		1.2.1 Define user requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
6		1.2.2 Define content requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
7		1.2.3 Define system requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
8		1.2.4 Define server owner requirements	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
9		1.3 Define specific functionality	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
10		1.4 Define risks and risk management approach	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
11		1.5 Develop project plan	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
12		1.6 Brief Web development team	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
13		2.0 Web Site design	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
14		3.0 Web Site Development	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
15		4.0 Roll Out	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM
16		5.0 Support	1 day?	3/08/15 8:00 AM	3/08/15 5:00 PM

6. Let us assume the duration of each activity is 3 days (don't set any durations for summary tasks). Enter 3 days duration for all activities except 0.0, 1.0 and 1.2 (summary tasks).

	🔍	Name	Duration	Start	Finish	
1		☐ 0.0 Intranet Project	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
2		☐ 1.0 Concept	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
3		1.1 Evaluate current systems	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
4		☐ 1.2 Define requirements	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
5		1.2.1 Define user requirements	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
6		1.2.2 Define content requirements	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
7		1.2.3 Define system requirements	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
8		1.2.4 Define server owner requirements	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
9		1.3 Define specific functionality	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
10		1.4 Define risks and risk management approach	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
11		1.5 Develop project plan	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
12		1.6 Brief Web development team	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
13		2.0 Web Site design	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
14		3.0 Web Site Development	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
15		4.0 Roll Out	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
16		5.0 Support	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	

7. Now we will enter the *predecessors* (the activity that must be completed before a given activity can commence). We will assume that the predecessors are linear (For example 1.1 is the predecessor of 1.2.1).

There are several different ways to enter this information. We will use direct data entry.

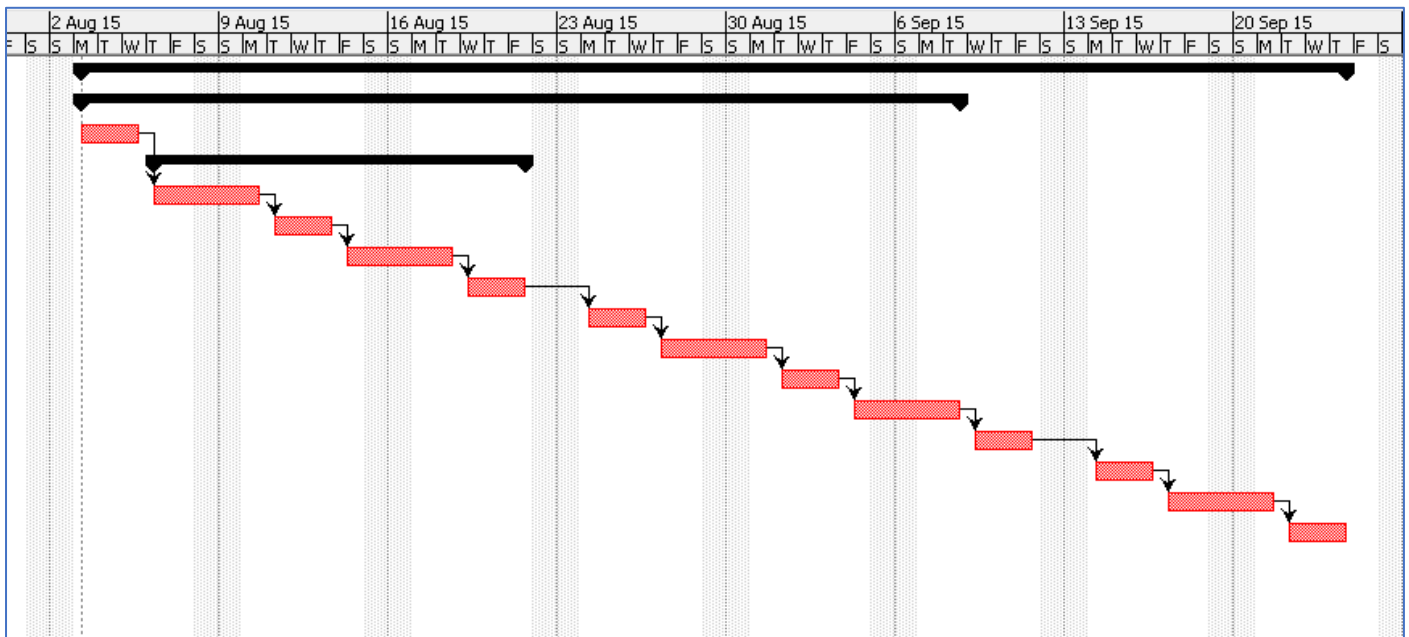
8. If you cannot see the *Predecessor* column, drag the separator in the middle of the screen to the right. You can now enter the predecessors as shown below.

Note: a) You should not use summary tasks as predecessors.

- b) The number entered in the predecessor column for a given activity is the *line number* of its predecessor.

	🔍	Name	Duration	Start	Finish	Predecessors
1		☐ 0.0 Intranet Project	39 days	3/08/15 8:00 AM	24/09/15 5:00 PM	
2		☐ 1.0 Concept	27 days	3/08/15 8:00 AM	8/09/15 5:00 PM	
3		1.1 Evaluate current systems	3 days	3/08/15 8:00 AM	5/08/15 5:00 PM	
4		☐ 1.2 Define requirements	12 days	6/08/15 8:00 AM	21/08/15 5:00 PM	
5		1.2.1 Define user requirements	3 days	6/08/15 8:00 AM	10/08/15 5:00 PM	3
6		1.2.2 Define content requirements	3 days	11/08/15 8:00 AM	13/08/15 5:00 PM	5
7		1.2.3 Define system requirements	3 days	14/08/15 8:00 AM	18/08/15 5:00 PM	6
8		1.2.4 Define server owner requirements	3 days	19/08/15 8:00 AM	21/08/15 5:00 PM	7
9		1.3 Define specific functionality	3 days	24/08/15 8:00 AM	26/08/15 5:00 PM	8
10		1.4 Define risks and risk management approach	3 days	27/08/15 8:00 AM	31/08/15 5:00 PM	9
11		1.5 Develop project plan	3 days	1/09/15 8:00 AM	3/09/15 5:00 PM	10
12		1.6 Brief Web development team	3 days	4/09/15 8:00 AM	8/09/15 5:00 PM	11
13		2.0 Web Site design	3 days	9/09/15 8:00 AM	11/09/15 5:00 PM	12
14		3.0 Web Site Development	3 days	14/09/15 8:00 AM	16/09/15 5:00 PM	13
15		4.0 Roll Out	3 days	17/09/15 8:00 AM	21/09/15 5:00 PM	14
16		5.0 Support	3 days	22/09/15 8:00 AM	24/09/15 5:00 PM	15

9. You can now see the *Gantt Chart* on the right side of the screen.  
**Note:** Look at the results of the linear relationships.



10. Click on the *File* tab, then *Save* to save your project, then *Close* to close it.  
Note that the *file extension* is “.pod”

