

Captain Cybeard

Display Week: 9

Display Week: 9										Week 9				Week 10				Week 11				Week 12				Week 13				Week 14				Week 15				Week 16																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
										10 / 21 / 19				10 / 28 / 19				11 / 4 / 19				11 / 11 / 19				11 / 18 / 19				11 / 25 / 19				12 / 2 / 19				12 / 9 / 19																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
WBS [2 Task [3]		Lead [4]	Start [5]	End [6]	Cal Days [7]	% Done [8]	Work hours [9]	Hours Left [11]		M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
1	Project plan	[Name]	Thu 8/29/19	Fri 9/27/19	30		22																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					

Captain Cybeard

Captain Cybeard

Project Lead: Noah

Project Start Date: 8/27/2019 (Tuesday)

Today's Date: [1] 9/27/2019 (Friday)

Display Week: 9

Display Week: 9										Week 9					Week 10					Week 11					Week 12					Week 13					Week 14					Week 15					Week 16																								
										10 / 21 / 19					10 / 28 / 19					11 / 4 / 19					11 / 11 / 19					11 / 18 / 19					11 / 25 / 19					12 / 2 / 19					12 / 9 / 19																								
WBS [2 Task [3]										Lead [4]:		Start [5]		End [6]		Cal Days	% Done	Work Hours	Hours Left	[1]	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su
5.6 [Insert new rows above this one, then hide or delete this row]																																																																					
6		User's guide		Kyle	Sat 3/14/20	Mon 3/16/20	3	0%	6	0	3																																																										
6.1		write user guide		All	Tue 3/17/20	Wed 3/18/20	2	0%	2	0	2																																																										
6.2		review user guide		Noah	Wed 3/18/20	Wed 3/18/20	1	0%	1	0	1																																																										
6.3		present user guide																																																																			
7		project summery		Kyle	Fri 4/05/19	Sun 4/07/19	3	0%	8	0	3																																																										
7.1		Write project summery		All	Fri 4/05/19	Tue 4/09/19	2	0%	2	0	2																																																										
7.2		review poject summery		Noah	Mon 4/08/19	Wed 4/10/19	1	0%	1	0	1																																																										
7.3		present																																																																			
TEMPLATE ROWS																																																																					
See the Help worksheet for information about using template rows.																																																																					
1 [Task Category (label only)]																																																																					
2		[Task Category (summary)]			Tue 8/27/19	Tue 8/27/19	1	0%	1	0	1																																																										
2.1		[Level 2 Task]			Tue 8/27/19	Tue 8/27/19	1	0%	1	0	1																																																										
2.1.1		. [Level 3 Task]			Tue 8/27/19	Tue 8/27/19	1	0%	1	0	1																																																										
2.1.1.1		. . [Level 4 Task]			Tue 8/27/19	Tue 8/27/19	1	0%	1	0	1																																																										

[1] Today's Date:

Use the formula =TODAY() to make the red line in the gantt chart display the current day, or enter the date manually.

[2] Work Breakdown Structure:

Level 1: 1, 2, 3, ...

Level 2: 1.1, 1.2, 1.3,

Level 3: 1.1.1, 1.1.2,

The WBS uses a formula to control the numbering, but the formulas are different for different levels.

[3] Task:

Enter the name of each task and sub-task. Use spaces to indent sub-tasks.

[4] Task Lead

Enter the name of the Task Lead in this column.

[5] Task Start Date:

You can manually enter the Start Date for each task or use a formula to create a dependency on a Predecessor. For example, you could enter =enddate+1 to set the Start date to the next calendar day, or =WORKDAY(enddate,1) to set the Start date to the next work day (excluding weekends), where enddate is the cell reference for the End date of the Predecessor task.

[6] End Date:

Calculated based on the Start Date and the duration of the task.

[7] Duration:

The duration is the number of calendar days for the given task.

[8] Percent Complete:

Update the status of this task by entering the percent complete (between 0% and 100%).

[9] Work Days:

Work Days exclude Saturday and Sunday. The Pro version allows you to use this column as an input.

[10] Calendar Days Complete:

This column is calculated by multiplying the Duration by the %Complete and rounding down to the nearest integer.

Note: This column is required, but may be hidden prior to printing.

[11] Calendar Days Remaining:

This column is calculated by subtracting the Days Complete from the Duration.

Note: This column is required, but may be hidden prior to printing.