

Captain Cybeard

Display Week: 17

[illegible]

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Project Lead: Noah

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

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

Display Week: 17

[illegible]

[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.