

# PlanLibre – a basic tutorial – make a Tatin's pie project

## What You Will Learn

- defining **project settings**
- defining **ressources** for a project
- defining **tasks** of a project
- add **images** to ressources and tasks
- modify **project boundaries, ressources, tasks**
- move **tasks** and understand **timeline**

Here, we want to teach you with a basic project, basic, but using various features. Suppose that you want to cook a delicious Tatin's pie (a pie with apples and so on), and the various tasks involve YOU, your son and your daughter.



Figure 1: Tatin's pie, credits : Wikipedia France

Then we have 3 « human forces » among our resources ; but in order to make this pie, we must get cooking tools, ingredients, and so on. Here is the list of resources :

Resources		Cost
Human work force	Me, Son, Daughter	0
Raw materials	Apples (2 kilos or 4 pounds),	6
	Sugar : 0.250 kilo or 1/2 pound	2
	Ready made puff pastry	1
	Butter : 0.125 kilo or 1/4 pound	2
Tools	Soup spoon	0
	Rolling pin	0
	pastry mold	0
	Oven	0.5

When a manager sets up a project, he or she must break down the project in various tasks, like us !

Task	Duration	When ?	Who ?
Go to the library in order to get a recipe book	2 hours	3 days before	Me, son, daughter
Choose a recipe	2 hours	2 days before	Son, daughter
Go to the grocery to buy apples	2 hours	1 day before	Son
Collect tools (apart oven!)	1 hour	Target day	daughter
Prepare ingredients	1 hour	Target day	Me, son, daughter
Mix ingredients	1 hour	Target day	Son
Cook pie	1 hour	Target day	Me
Cool pie	1 hour	Target day	Me
Eat pie	1 hour	Target day	Me, son, daughter
Comment result	3 days (yes, 3!)	Target day	Me, son, daughter

In order to have more fun with PlanLibre, go to Internet, and try to get some free pictures for :

- Tatin Pie
- apples
- cooking book
- cooking tools
- oven

Please, use only *small pictures*, it's better for your computer.

store them on your computer, we will reuse them.

Let's go !

For all steps, we suppose that you have launched PlanLibre with an *empty* project.

## 1. Define global properties.

For all steps, we suppose that you have launched PlanLibre with an *empty* project.

Choose menu Project>properties

A dialog appears.

Fill fields like this screenshot :

Project's properties


Define and modify project's properties and various global values.


**Identification :**

Title :

Summary :

**Description :**

Starting date :  Default schedule : *from*  

Ending date :  *to*  

Location :  GPS coordinates :

**Budget :**

Amount :    Units :

**Team :**


Project's manager :

Manager's mail :

Manager's phone :

Organization :

Organization/project website :

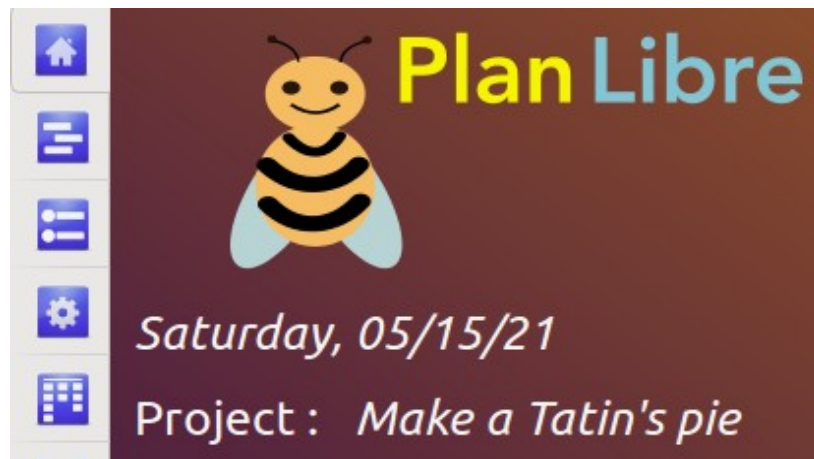
Organization logo :  

Cancel

OK

You are free to change dates : by default, PlanLibre uses current date.

Once done, click on [Ok] button ; if you are on « home screen », you can see that the display has changed, with the project's name :



That's all for properties !

Now, it's time to add tasks, it's the second step for you.

## 2. Add tasks to project

We can add tasks in every order, but since it's a *basic* tutorial, please follow steps of the previous table. For convenience, I copy this table here :

Task	Duration	When ?	Who ?
Go to the library in order to get a recipe book	2 hours	3 days before	Me, son, daughter
Choose a recipe	2 hours	2 days before	Son, daughter
Go to the grocery to buy apples	2 hours	1 day before	Son
Collect tools (apart oven!)	1 hour	Target day	daughter
Prepare ingredients	1 hour	Target day	Me, son, daughter
Mix ingredients	1 hour	Target day	Son
Cook pie	1 hour	Target day	Me
Cool pie	1 hour	Target day	Me
Eat pie	1 hour	Target day	Me, son, daughter
Comment result	3 days (yes, 3!)	Target day	Me, son, daughter

We proceed step-by-step, and will add only tasks themselves ;, for now.

For example, suppose we want to add the 1st task, « go to the library ... ».

- switch display to task view by clicking the « task » icon on the left side.
- click on the [+] button on upper bar



- a dialog appears, please fill it like me :

**New task**  
Define or modify a task.

Name:  Group:

Starting date:  Due:

Duration (days, hours):

Priority:  Status:  Progress (%):

Category:  Color:

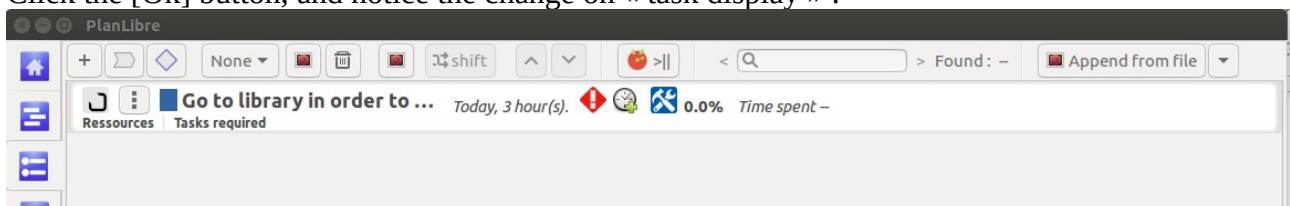
**Ressources required :**

Use	Avatar	Ressource name	Cost	Id

**Tasks required :**

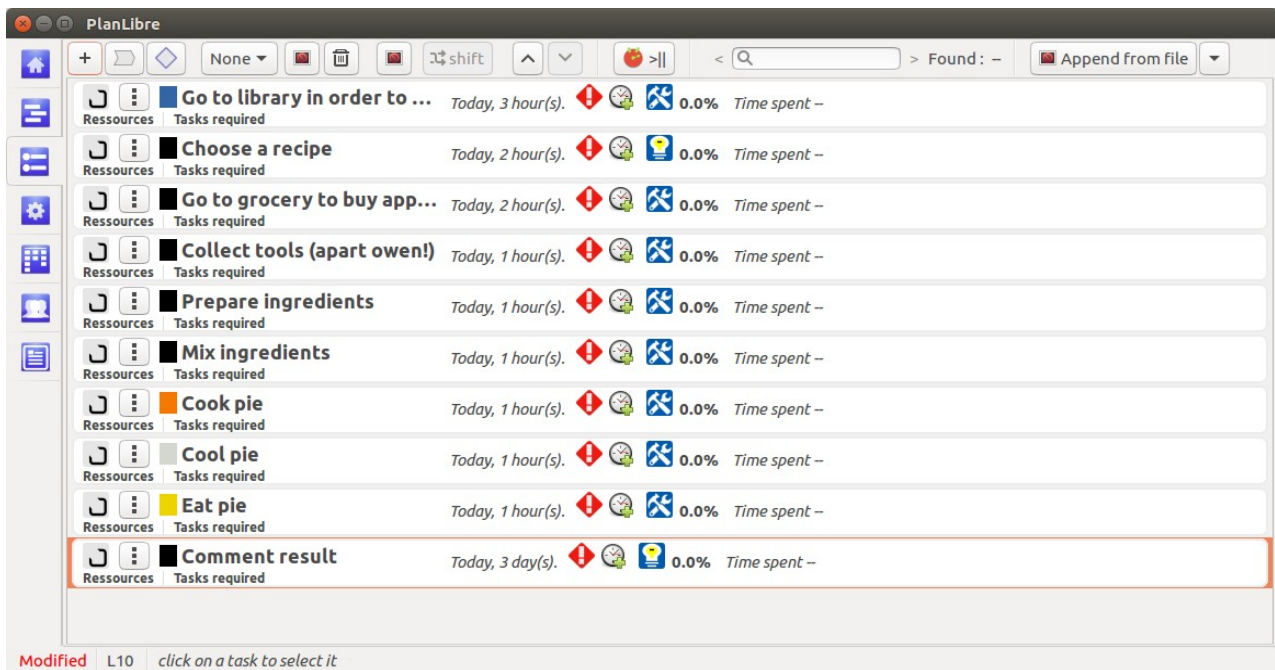
Use	Categ.	Task name	Id	Link

I've chosen a « blue » color ; fill free to choose yours, and, as usual, don't matter the date.  
Click the [Ok] button, and notice the change on « task display » :



You've just started your task list, congratulations !

Since you've understood, please proceed on the same way for all other tasks. You should obtain something like that :



Don't forget to save your project !

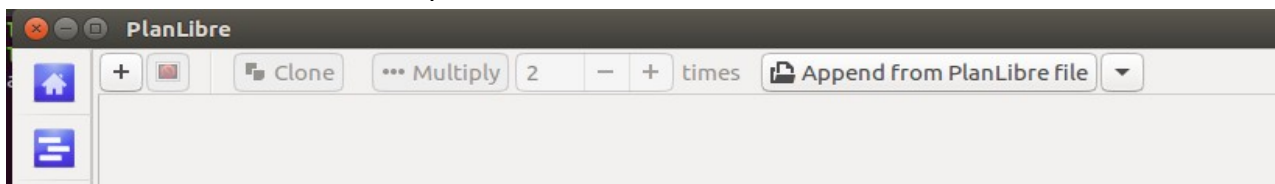
And notice the nice « lamp » icon for « choose a recipe » and « comment recipe » : they are intellectual tasks, against other « material » tasks (tool like icon).

### 3. Now, it's time to add ressources !

In real world, tasks use many resources ; for example, suppose our task is to build a wall, we have to use human workforce, concrete, various tools ...

Same thing for our pie ! Her, we reuse the « resources » table.

Launch PlanLibre, reload previous file, and, now, switch to ressource view.



like for tasks, please click on [+] button to add a resource. You can add a resource in any order. A new dialog box appears : as a trial, fill fields with datas for ressource «apples» :

Ressources		Cost
Human work force	Me, Son, Daughter	0
Raw materials	Apples (2 kilos or 4 pounds),	6
	Sugar : 0.250 kilo or 1/2 pound	2
	Ready made puff pastry	1
	Butter : 0.125 kilo or 1/4 pound	2
Tools	Soup spoon	0

	Rolling pin	0
	pastry mold	0
	Oven	0.5

As an exercise, try,, like me, to change color, and to add a picture.

**New ressource**

**Ressource**  
Here, you can add a *new* ressource or *modify* an existing one.

**Description :**

Name: Apples type: (raw)materials

Mail: Phone: ?

Cost: 6.00 - + fixed

Photo:

Color:

Belongs to: Profit organization

Reminder:

**Date and Time management :**

☒ Monday ☒ Tuesday ☒ Wednesday

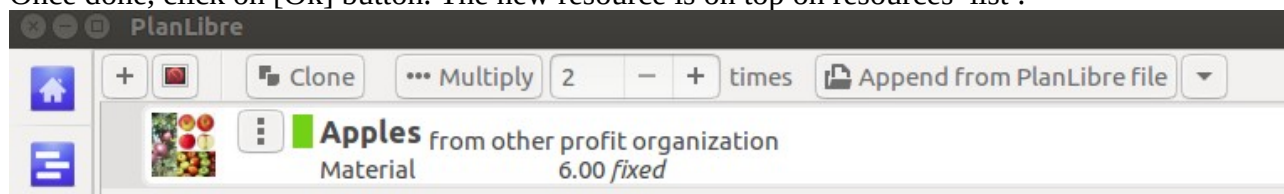
Working days: ☒ Thursday ☒ Friday ☐ Saturday

☐ Sunday

Calendar: Main Calendar Maximum daily working time: 8 - + Hrs. 0 - + Min.

Cancel OK

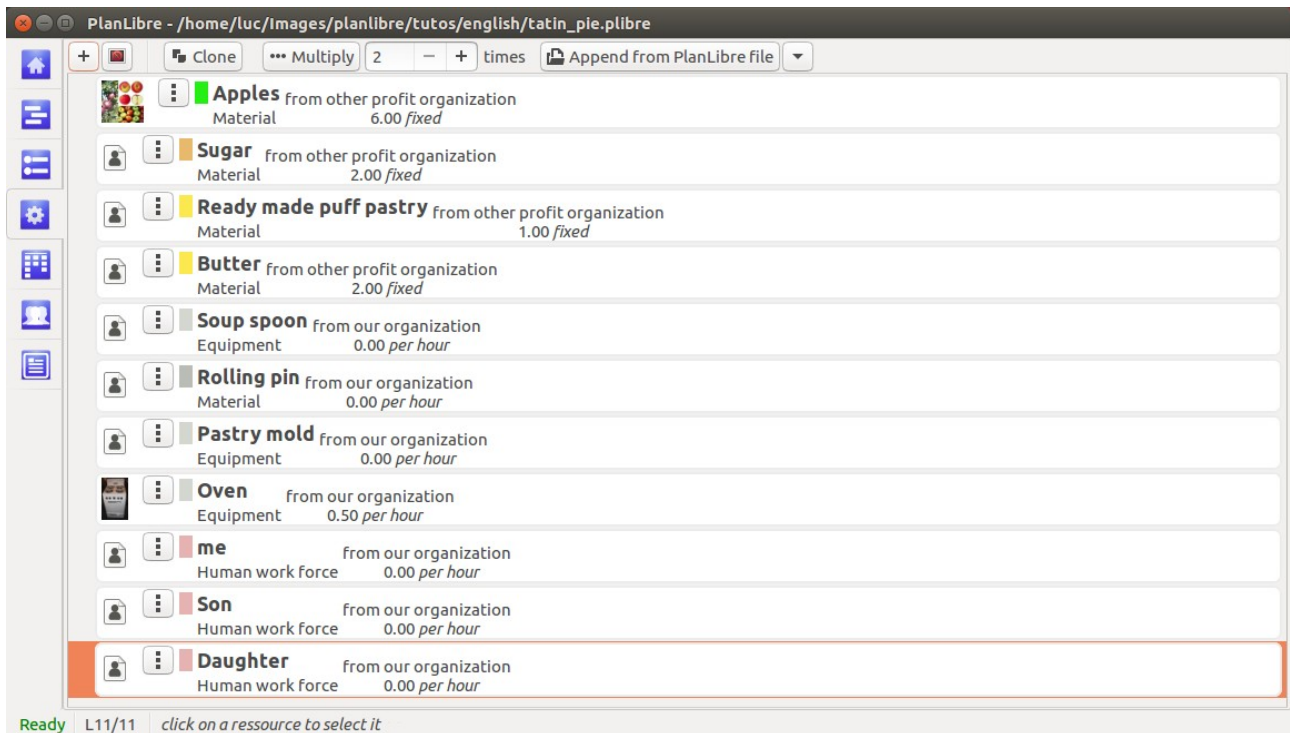
Once done, click on [Ok] button. The new resource is on top on resources' list :



As you can see, it's possible to set an icon for each resource : the source picture is automatically resized (the *original* file remains unchanged)

Do the same for all resources, you should obtain something like that :





We don't looking for truth or accuracy, it's only a training ! Fill free to add pictures, change colors, and so on.

Save your job, the next step is more complex ...

## 4. like in true life : associate tasks and ressources

No task without resources ! So, we will learn to associate (assign) one or more ressource to various tasks.

In order to achieve that, please switch to task view, and get in mind this table :

Task	Duration	When ?	Who ?	With ?
Go to the library in order to get a recipe book	2 hours	3 days before	Me, son, daughter	
Choose a recipe	2 hours	2 days before	Son, daughter	
Go to the grocery to buy apples	2 hours	1 day before	Son	
Collect tools (apart owen!)	1 hour	Target day	daughter	
Prepare ingredients	1 hour	Target day	Me, son, daughter	Apples, sugar, ready made pastry, butter, tools
Mix ingredients	1 hour	Target day	Son	Apples, sugar, ready made pastry, butter, tools
Cook pie	1 hour	Target day	Me	owen



Cool pie	1 hour	Target day	Me	
Eat pie	1 hour	Target day	Me, son, daughter	
Comment result	3 days (yes, 3!)	Target day	Me, son, daughter	

How to do that ?

In task view, for each task, click on button :



then we reopen the task dialog. For example, let's open the « Go to the library » task ; you should see something new :

×

Modify a task

Define or modify a task.

Name :

Go to library in order to get a recipe book

Group :

None

Starting date :

05/15/21

Due :

as soon as possible

05/15/21

Duration (days, hours) :

0

–

+

3

–

+

Priority :

High

Status :

To go

Progress (%) :

0.00

–

+

Category :

Material

Color :

Ressources required :

Use	Avatar	Ressource name	Cost	Id
<input type="checkbox"/>		Apples	6.00	11
<input type="checkbox"/>		Sugar	2.00	12
<input type="checkbox"/>		Ready made puff pastry	1.00	13
<input type="checkbox"/>		Butter	2.00	14
<input type="checkbox"/>		Soup spoon	0.00	15
<input type="checkbox"/>		Rolling pin	0.00	16
<input type="checkbox"/>		Pastry mold	0.00	17

Tasks required :

Use	Categ.	Task name	Id	Link
<input type="checkbox"/>		Choose a recipe	2	---
<input type="checkbox"/>		Go to grocery to buy apples	3	---
<input type="checkbox"/>		Collect tools (apart oven!)	4	---
<input type="checkbox"/>		Prepare ingredients	5	---
<input type="checkbox"/>		Mix ingredients	6	---
<input type="checkbox"/>		Cook pie	7	---
<input type="checkbox"/>		Cool pie	8	---

Cancel

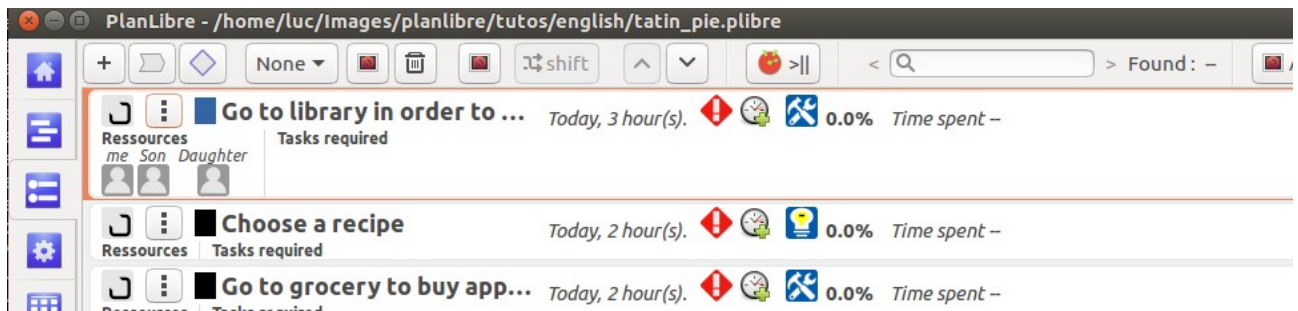
OK

Please have a look on lower left side : we can see the list of available resources : click on Me, Son and Daughter resources, then click [ok] button.

Ressources required :

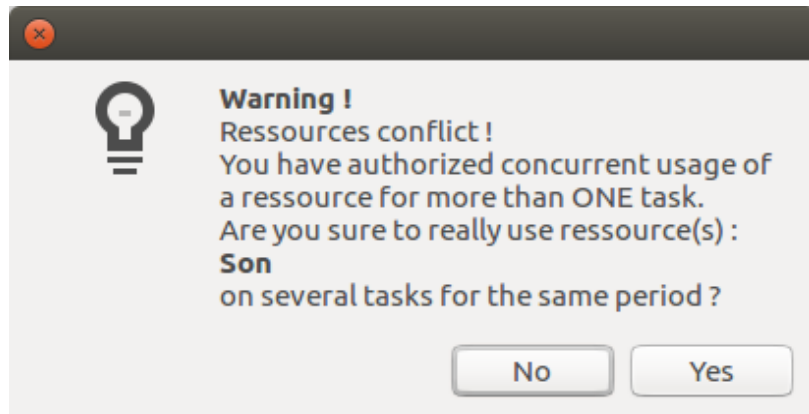
<input type="checkbox"/>		Ready made puff pastry	1.00	13
<input type="checkbox"/>		Butter	2.00	14
<input type="checkbox"/>		Soup spoon	0.00	15
<input type="checkbox"/>		Rolling pin	0.00	16
<input type="checkbox"/>		Pastry mold	0.00	17
<input type="checkbox"/>		Oven	0.50	18
<input checked="" type="checkbox"/>		me	0.00	19
<input checked="" type="checkbox"/>		Son	0.00	20
<input checked="" type="checkbox"/>		Daughter	0.00	21

Notice the change on task View :



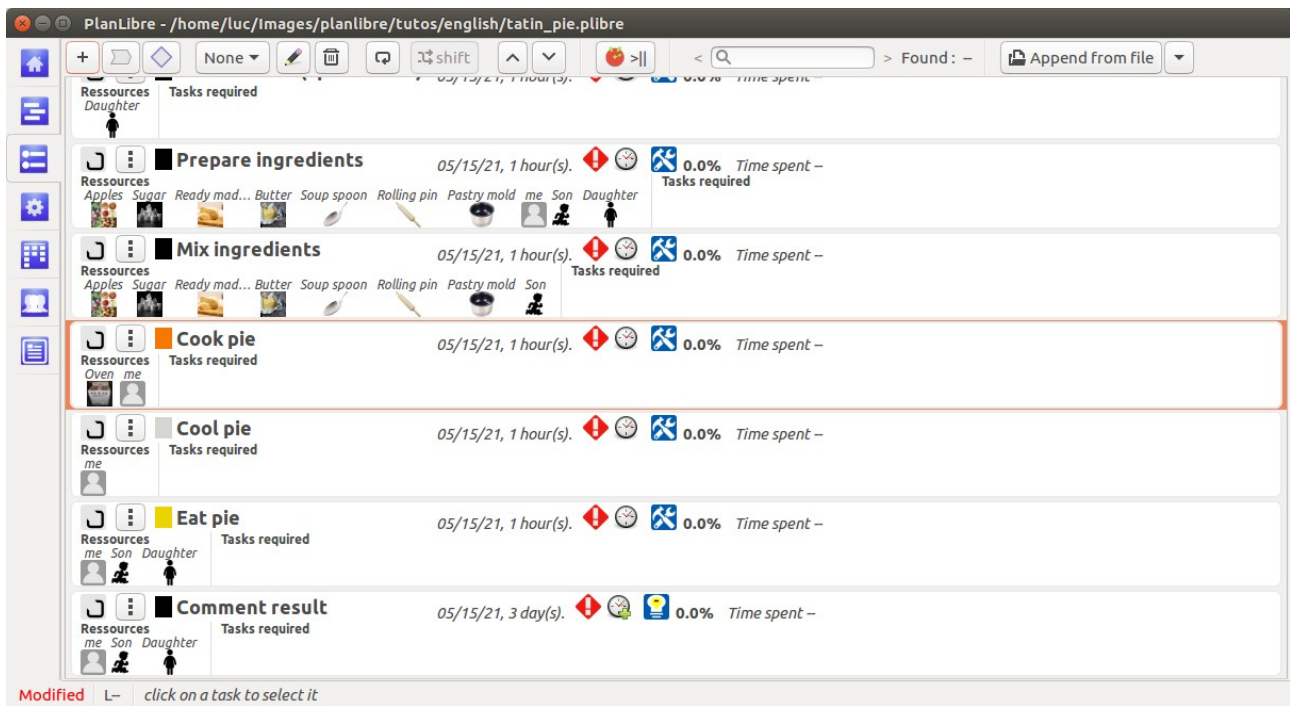
Now, for the « Go to the library » task, used resources are displayed.

Since you attempt to reuse ressources Son & Daughter on this task, at the same period than they are already used on task « Go to the library ... », PlanLibre displays a warning dialog, like this :



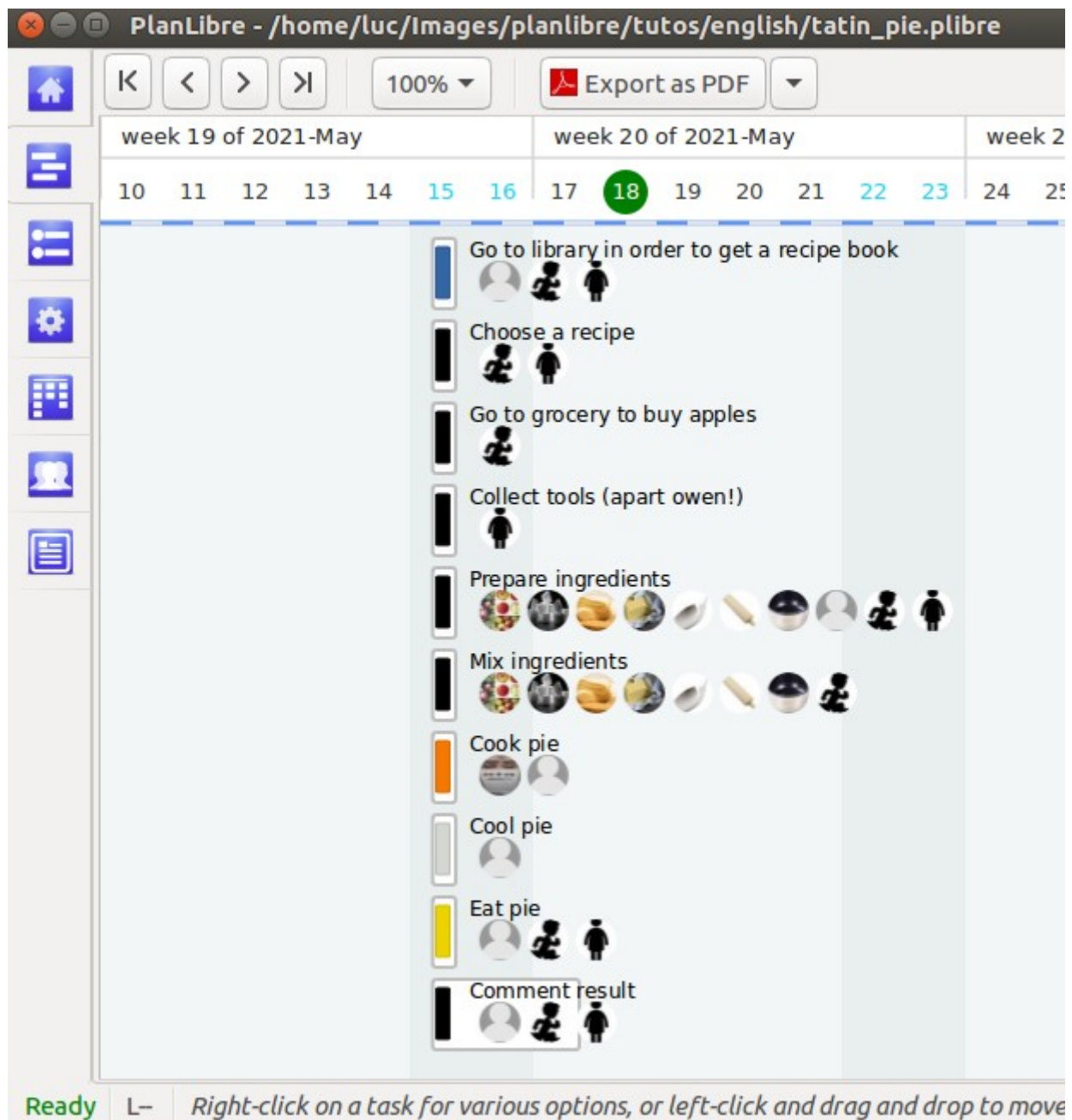
It isn't an error, only a warning, take it easy !

Do the same for all tasks, according to previous table. Don't forget to save your job. You should obtain something like that (I used various pictures for my resources) :



## 5. Hey doc, there's something wrong on the timeline !

Please, switch to timeline view. You should see something like that :

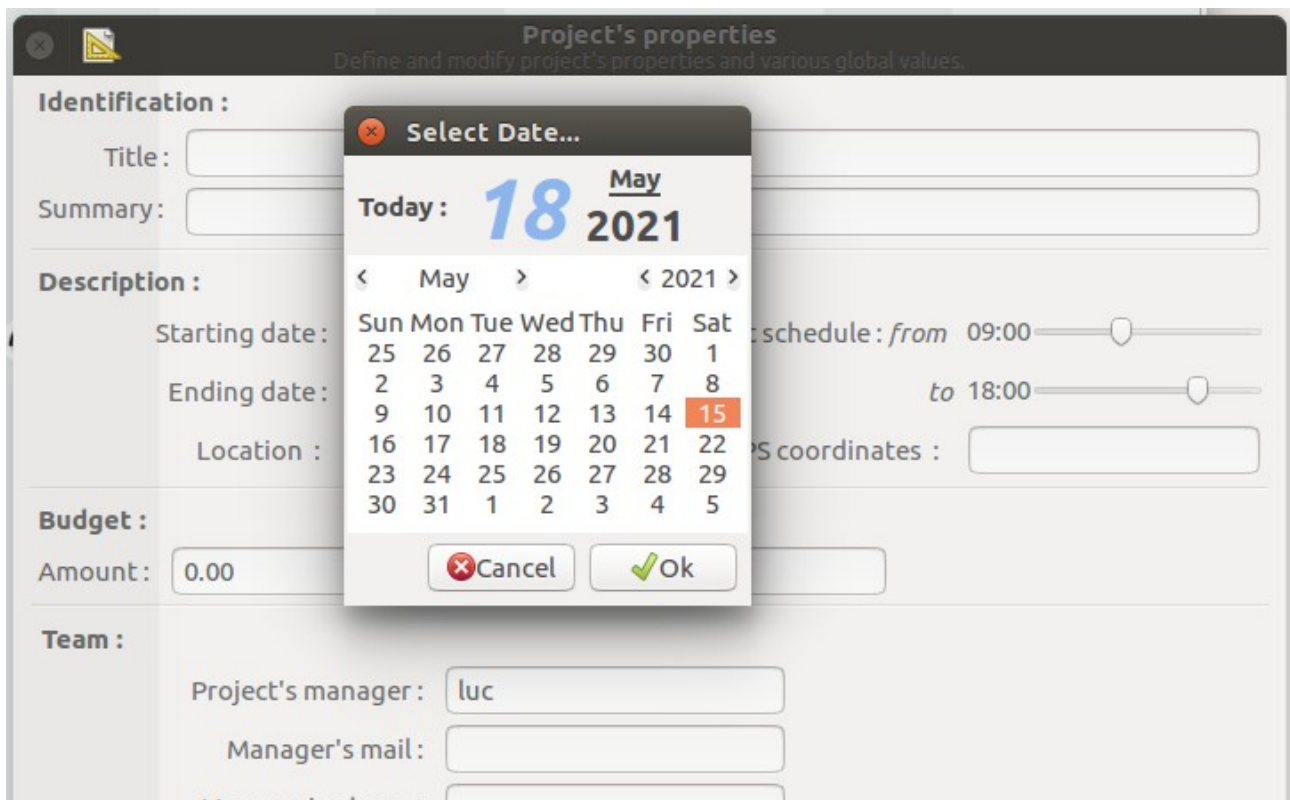


Gasp ! All tasks seems to be aligned on the same day ! We have to work better. As you can remind, «the « Go to the library » task is defined **3 days before other tasks**. Then, we have to **change** project starting date, and, after, **move** this task along the timeline.

Let's go !

- first, go to menu project>properties. Then, change the starting date in order your project starts 3-4 days before. This step will change project's boundaries, and it's a very useful skill for many projects !

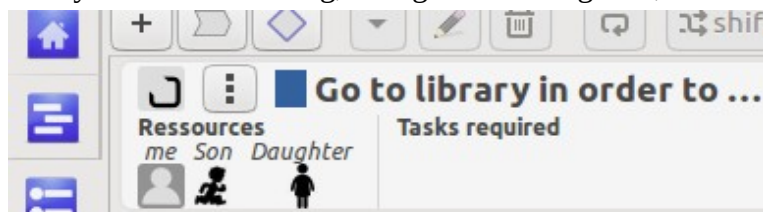
Click on starting date button, a calendar dialog appears :



choose a new date, click [Ok] → the calendar disappears ; then click [ok] button for properties dialog.

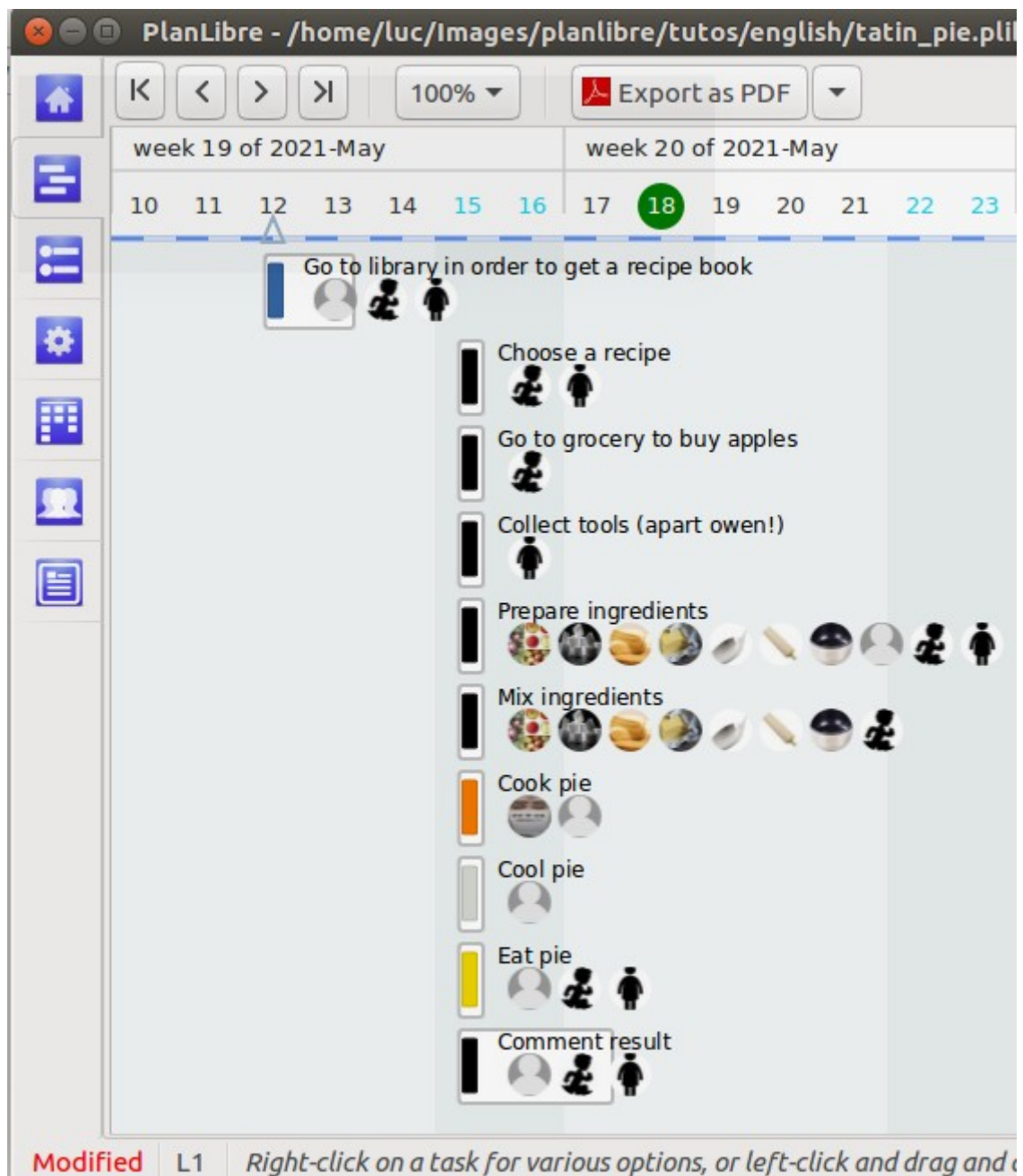
- Now, we will change the starting date of the « Go to the Library ... » task. I will teach you the two ways ; first way, by modifying task, second way by moving directly on timeline. Choose as you want !

- if you want to use the dialog way (#1), switch to task view, and click on modification button for the task « Go to the library ... ». On the dialog, change the starting date, and click [Ok] button.



- if you want to use only the mouse, switch to « timeline view ». Move mouse pointer to the task « Go to library ». Left click, and without releasing left button, move the pointer to the left : you can see a colored rectangle, as a shadow of the task. Once you've reached the true starting day, release left button. It's done !





And, of course, if you switch to « task view » and click on « modify » button of this task, you can check that the starting date is automatically updated.