Lab Assignment: OpenProj Tutorial I

Background

This tutorial demonstrates how to use the OpenProj software to produce Gantt charts from a work breakdown structure. Follow the step-by-step instructions to recreate this demonstration project.

After completing this tutorial, you may use OpenProj to draw a Gantt chart per the lab assignment given in class. Or you may draw this chart on paper.

Creating a New Project

Follow these steps to create a new, blank project in OpenProj:

1. Start OpenProj.

2. Click through the Tips or Donate dialog. Sometimes these dialogs are not shown.

3. On the Welcome to OpenProj dialog, make sure Create Project is selected and click OK.

4. The new project dialog appears. Enter a project name and your name as manager. Verify Forward scheduling is checked. Enter some comments in the if desired. Then click OK.

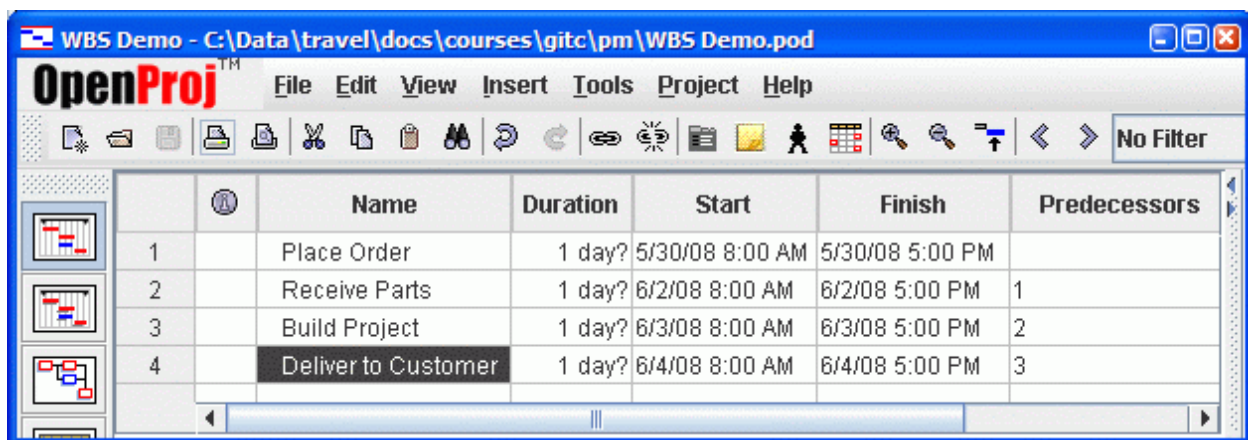## Entering a Work Breakdown Structure

OpenProj starts with a worksheet for entering tasks from the work breakdown structure. Perform the following steps to enter tasks:

1. Move the division bar (dotted bar with two arrows at the top) between the form and chart as necessary for entering tasks.

2. In the Name column, enter the first task of Place Order.

3. Hit the down arrow and enter the other task names of Receive Parts, Build Project, and Ship to Customer.

4. Move the cursor to the Predecessors column.

5. For tasks 2-4, enter the prior task (1-3) as a predecessor. Again, use down arrow to move among rows. Note OpenProj automatically adjusts start and stop dates for the dependent tasks.

6. Move the dividing bar back so the Gantt chart is visible. Use the zoom controls to adjust the chart to a suitable time scale.

Example Screens

The following figure is a specimen of the work breakdown structure form:

The following figure is a specimen of the resulting Gantt chart: