Micro-Tips for Project Managers

# An Excel tool for quick and easy timelines

Sophisticated tools like MS Project, Monday, BaseCamp, and LiquidPlanner are invaluable, but sometimes you need a quicker, easier option. That's where Excel comes in, and where something like QuickPlanner finds its place.

QuickPlanner is a workbook I wrote that lets you key in tasks with their dates while Excel does the plotting. It's perfect for quick visualisations of small tasks like travel itineraries, team leave planning, and even preliminary project plans.

While QuickPlanner lacks advanced features like resource allocation, WBS, etc, it offers:

* Tabular data entry with extra columns
* Daily timelines, with linked sheets for weekly and monthly scales
* Conditional formatting for Gantt bars, weekends, and current date
* Independence from macros or add-ins, using built-in Excel functions
* Flexibility and customization
* Print-friendly output

For example, you can add formulas to create task dependencies and experiment with bar colours. The workbook includes a Notes sheet with more tips.

QuickPlanner is a fast, visual alternative when you don’t need the power of professional planning tools. It's free to download from my [GitHub](https://github.com/grmrobertson/pm-tools/tree/main/02%20-%20Quick%20Planner). Please modify it as needed and share your feedback in the comments.