GanttProject User Manual

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1 Getting Started

About GanttProject

The GanttProject software program is a tool for project management of any type of project. The functionality includes scheduling, adding resources and tasks, and viewing projects as a Gantt chart, resources chart, or a PERT chart.

Installing GanttProject

To download GanttProject

To use the software, you must first download it and install it to your machine.

1. In your web browser, navigate to https://www.ganttproject.biz/download/free.
2. Click your OS type on the right and then click the yellow "Download" button.

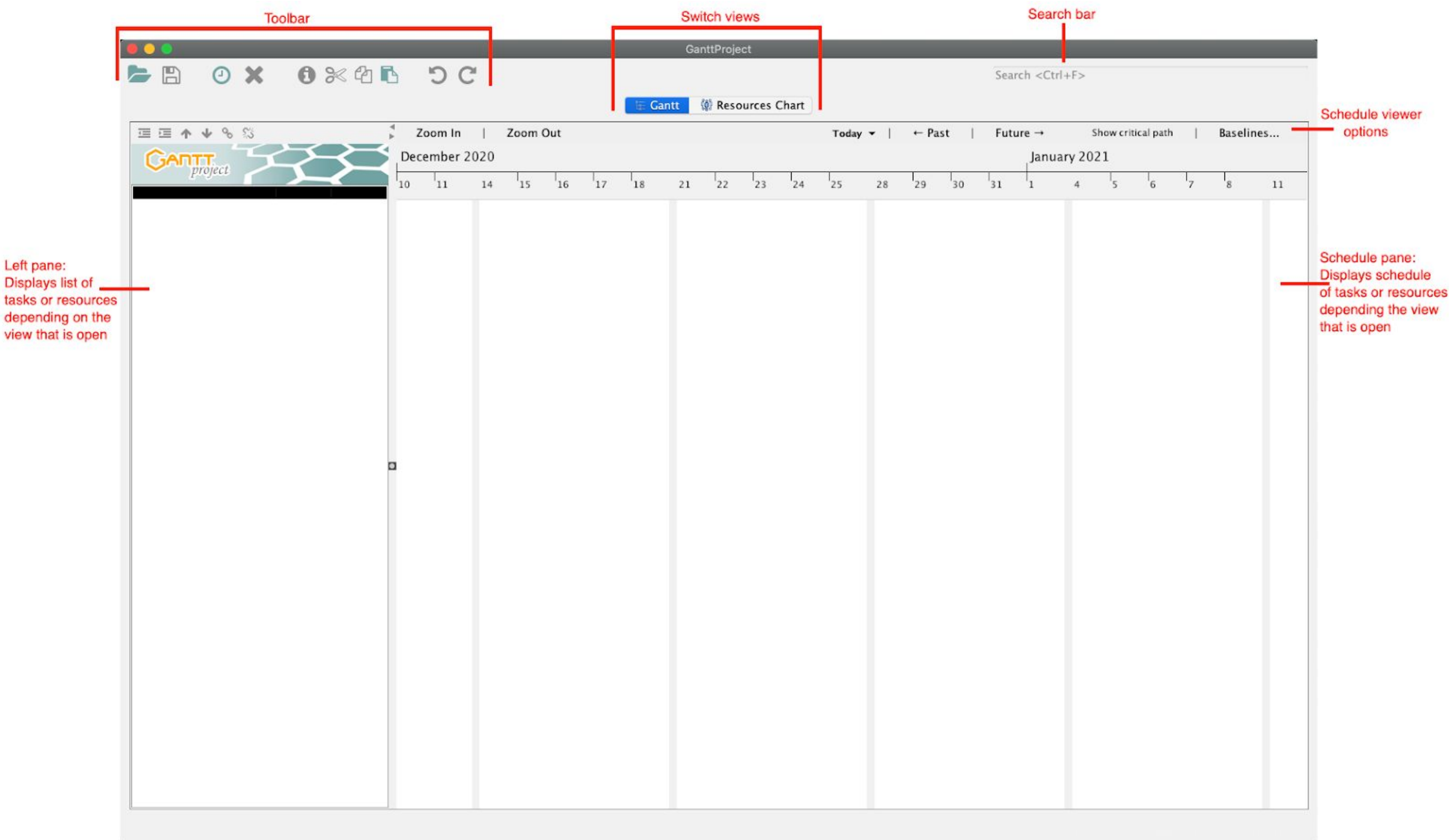
To start GanttProject

Whenever you will use GanttProject, you need to first open the application from your machine.

1. Browse to the folder where the GanttProject file was saved.
2. Double-click the downloaded file to run the GanttProject program.

Navigating GanttProject

Below is the window that the GanttProject uses. It shows the overall Gantt chart of the project of tasks or resources depending on the current view. It also includes a toolbar that allows you to copy and paste items among other functionality, buttons to switch views, a search bar, and various options for viewing the overall project.



Creating a new project

GanttProject files are saved as a project. You need to create a project file so that you can save your work later.

1. Click **Project** > **New** (or press **⌘+N**).
2. In the **Create new project** pop-up window, fill in the new project form accordingly:
    a. **Name** - The name of the project file (default is "**Untitled Gantt Project**").
    b. **Organization** - The name of the organization associated with the project.
    c. **Web Link** - As associated URL for the project.
    d. **Description** - A description of the project.
3. Click **Next**.
4. Click the check boxes next to any roles to include in the project and click **Next** (default options include Software Development roles).
5. Configure weekends and holidays accordingly:
    a. **Choose weekend** - Click the check box for any days that should be included in the weekend (default includes Saturday and Sunday).
    b. **On weekends** - In the drop-down menu, choose whether to have tasks run on the weekends or not (default is that no tasks run on weekends).
    c. **Holiday calendar** - In the drop-down menu, choose which predefined holiday calendar to use as a base (default is none).
    d. **Custom holidays** - Add or delete any one-off or recurring holiday dates.
6. Click **Ok** to create the project.

NOTE: To quickly create a new project without configuring any settings, just click **Ok** in the **Create new project** pop-up window. You will be able to change project settings once it has been created.

Configuring project properties

Change the settings of the overall project.

1. Click **Project** > **Properties.**
2. In the **Settings** pop-up window, fill in the values accordingly:
    a. **Name** - The name of the project file (default is "**Untitled Gantt Project**").
    b. **Organization** - The name of the organization associated with the project.
    c. **Web Link** - As associated URL for the project.
    d. **Description** - A description of the project.
3. Click **Ok**.

Configuring resource roles

Assign roles to resources that you create. Roles can also be deleted after they are created.

1. Click **Project** > **Properties.**
2. In the **Settings** pop-up window, click **Resource roles.**
3. To add a resource role, click **<Type new role name here>**, type in the new role name, and click **Add**.

4. To delete a resource, click an existing role and click **Delete**.
5. Click **Ok** to finish.

Configuring the project's calendar

Set the calendar for the overall project to configure its start date, weekends, and holidays.

1. Click **Project** > **Properties.**
2. In the **Settings** pop-up window, click **Calendar.**
3. Edit the settings accordingly:
    a. **Choose weekend** - Click the check box for any days that should be included in the weekend (default includes Saturday and Sunday).
    b. **On weekends** - In the drop-down menu, choose whether to have tasks run on the weekends or not (default is that no tasks run on weekends).
    c. **Holiday calendar** - In the drop-down menu, choose which predefined holiday calendar to use as a base (default is none).
    d. **Custom holidays** - Add or delete any one-off or recurring holiday dates.
    e. **New start date** – Define the start date of the project.
4. Click **Ok**.

2 Resources

Creating a resource

Define the personnel (resources) that will be assigned tasks for the project.

1. To create a new resource:
    - Click **Resources** > **New Resource**.
    - Press ⌘**+R.**
    - In the **Resource Chart** view, right-click the left pane and click **New Resource**.
    - In the **Resource Chart** view, click the  icon.
2. In the **Resources** pop-up window, fill in the form accordingly:
    a. **Name** - Name of the resource.
    b. **Phone** - Phone number of the resource.
    c. **Mail** - The e-mail address of the resource.
    d. **Default role** - Use the drop-down menu to select their default role.
    e. **Standard rate** - The standard rate of the resource.
3. Click **Ok**.

NOTE: These settings can be changed after creating a new resource.

Configuring a resource’s properties

Edit a resource’s information such as their name and phone number.

1. In the **Resources Chart** view, select a resource in the left pane.
2. To open the resource’s properties:
    - Click **Resources** > **Resource Properties.**
    - Double-click the resource.
    - Right-click the resource and select **Resource Properties.**
    - Press **⌥+↩**.
3. In the **Resources** pop-up window, fill in the form accordingly:
    a. **Name** - Name of the resource.
    b. **Phone** - Phone number of the resource.
    c. **Mail** - The e-mail address of the resource.
    d. **Default role** - Use the drop-down menu to select their default role.
    e. **Standard rate** - The standard rate of the resource.
4. Click **Ok**.

Configuring a resource's days off

Add and remove days where a resource will be not working.

1. In the **Resources Chart** view, select a resource in the left pane.
2. To open the resource's properties:
    a. Click **Resources** > **Resource Properties.**
    b. Double-click the resource.
    c. Right-click the resource and select **Resource Properties.**
    d. Press **⌥+↩**.
3. In the **Resources** pop-up window, click the **Days off** button.
4. To add days off, pick a **Start** and **End date** from the calendar date picker and click the **Add** button. To do a single day off, have the start and end date be the same.
5. To remove days off, select an existing day off item and click the **Delete** button.

Sending an e-mail to a resource

Quickly send an email to any resources that have a configured e-mail address using your machine's default e-mail program.

1. In the **Resources Chart** view, select a resource in the left pane.
2. Click **Resources** > **Send an e-mail** (or right-click the resource and select **Send an e-mail**).
3. Your machine's default e-mail program will load a new e-mail with the resource's e-mail address in the **To** value.

Deleting a resource

1. In the **Resources Chart** view, select a resource in the left pane.
2. To delete the resource:
    - Right-click the resource and select **Delete Resource**.
    - Press **⌦.**
    - Click the  icon.

3 Tasks

Creating a task

Create a new task for the project.

1. To create a new task:
    - Click **Tasks** > **New task**.
    - Press **⌘+T**.
    - In the **Gantt** view right-click the left pane and click **New task**.
    - Click the  icon.
2. A new item will appear in the left pane with the name of the task highlighted, so type in the name of the new task and press **Enter**.

Configuring a task's properties

Edit a task's information such as the name of it, its priority, or how it will appear in the Gantt chart.

1. In the **Gantt** view, select a task in the left pane window.
2. To open the task's properties:
    - Click **Tasks** > **Task Properties.**
    - Double-click the task.
    - Right-click the task and select **Task Properties.**
    - Or press **⌥+↩**.
3. In the **Properties for [task name]** pop-up window, fill in the form accordingly:
    a. **Name** - Name of the task.
    b. **Milestone** - Check this check box if the task is a milestone.
    c. **Scheduling options** - Use the drop-down menu to select if the task scheduled is calculated by its start date, end date, or duration.
    d. **Begin date** - Use the calendar date picker to pick when the task begins.
    e. **End date** - Use the calendar date picker to pick when the task ends.
    f. **Duration** - The number of days for the task.
    g. **Priority** - Use the drop-down menu to select what the priority of the task is.
    h. **Progress** - The task's progress as a percentage.
    i. **Show in timeline** - Check this check box to show the task in the timeline.
    j. **Shape** - Use the picklist to select how the task looks in the timeline.
    k. **Colors** - Use the color picker to select what color the task is in the timeline.
    l. **Web Link** - The URL associated with a task.

    m. **Edit Notes** - Add any notes for the task.
4. Click **Ok**.

Assigning predecessors to tasks

Add or delete a task's predecessor. To add a predecessor task, there must be at least two tasks in the project.

1. In the **Gantt** view, select a task in the left pane window.
2. To open the task's properties:
    a. Click **Tasks** > **Task Properties.**
    b. Double-click the task.
    c. Right-click the task and select **Task Properties.**
    d. Or press **⌥+↩**.
3. In the **Properties for [task name]** pop-up window, click the **Predecessors** button.
4. To add a predecessor, click the **Add** button. In the new item in the window, use the drop-down menu to select the name of a task to precede the task.
5. To delete a predecessor, select a predecessor task and click the **Delete** button.
6. Click **Ok**.

Assigning resources to tasks

Any resource that has been configured can be assigned to any task.

1. In the **Gantt** view, select a task in the left pane window.
2. To open the task's properties:
    a. Click **Tasks** > **Task Properties.**
    b. Double-click the task.
    c. Right-click the task and select **Task Properties.**
    d. Or press **⌥+↩**.
3. In the **Properties for [task name]** pop-up window, click the **Resources** button.
4. To add a resource, click the **Add** button. In the new item in the window, use the drop-down menu to select the resource to add to the task. You can edit the task cost for the resource using the radio buttons on the right side of the pop-up window.
5. To delete a resource, select a resource and click the **Delete** button.
6. Click **Ok**.

Adding dependencies to tasks

Add dependencies between tasks if a task has to rely on another to be completed.

1. In the **Gantt** view, select a task in the left pane window.
2. To open the task's properties:
    a. Click **Tasks** > **Task Properties.**
    b. Double-click the task.
    c. Right-click the task and select **Task Properties.**

   d. Or press ⌥+↩.
3. In the **Properties for [task name]** pop-up window, click the **Predecessors** button.
4. Click the **Add** button.
5. Click the name of the newly added task and select from the drop-down menu which task the currently opened task must depend on.
6. Click **Ok**.

Alternatively:

1. Select which tasks are dependent on each other by pressing and holding the **CTRL** key and clicking the relevant tasks.
2. Click the icon in the left pane to create the dependency between all selected tasks.

Deleting task dependencies

Remove the dependency between tasks.

1. In the **Gantt** view, select a task in the left pane window.
2. To open the task's properties:
   a. Click **Tasks** > **Task Properties.**
   b. Double-click the task.
   c. Right-click the task and select **Task Properties.**
   d. Or press ⌥+↩.
3. In the **Properties for [task name]** pop-up window, click the **Predecessors** button.
4. Select the tasks to be removed from the dependency of the currently opened task.
5. Click the **Delete** button.
6. Click **Ok**.

Alternatively:

1. Select which tasks are already dependent on each other by pressing and holding the **CTRL** key and clicking the relevant tasks.
2. Click the icon in the left pane to delete the dependency between all selected tasks.

Deleting a task

1. In the **Gantt** view, select a task in the left pane.
2. To delete the resource:
   - Right-click the resource and select **Delete Task**.
   - Press **⌦.**
   - Click the icon.

4 Configuring Project Views

Gantt view

Do the following tasks in the **Gantt** view.

Sorting tasks

Indenting or unindenting tasks

Nest tasks under other tasks.

1. In the left pane, select a task.
2. To indent the task, click the icon in the left panel.
3. To unindent the task, click the icon in the left panel.

Moving tasks up or down

Move tasks in a different order in the task list.

1. In the left pane, select a task.
2. To move the task up, click the icon in the left panel.
3. To move the task down, click the icon in the left panel.

Showing the critical path

Show the critical path of the project

If the critical path is not showing, you can show it.

- Click the Show critical path button on the right.

Hide the critical path of the project

If the critical path is already being shown, then you can hide it.

- Click the Hide critical path button on the right.

Baselines

Configuring the baselines of the project.

Adding a baseline

1. Click the **Baselines** button on the right.
2. In the **Edit baselines** pop-up window, click **<Type new baseline name here>**.
3. Type in the name of the new baseline and click the **Add** button.
4. Click **Ok**.

Customizing a baseline

1. Click the **Baselines** button on the right.
2. In the **Edit baselines** pop-up window, click the baseline you want to customize.
3. Click **Choose** to pick the color you'd like the baseline to be in a given state.
4. Click **Ok**.

Deleting a baseline

1. Click the **Baselines** button on the right.
2. In the **Edit baselines** pop-up window, click the baseline you want to delete.
3. Click the **Delete** button.
4. Click **Ok**.

Managing task columns

1. Select any task in the left pane window.
2. To open the task's properties:
   - Click **Tasks** > **Task Properties.**
   - Double-click the task.
   - Right-click the task and select **Task Properties.**
   - Or press **⌥+↩**.
3. Click the **Custom Columns** button.
4. Click the **Manage Columns** button.
   a. To add a custom column, click the **Add** button and type in the name of a new column.
   b. To delete a custom column, select a custom column, and then click the **Delete** button.
   c. To show a predefined column, select a gray text column item and then click the **Show selected** button.
   d. To hide a predefined column, select a black text column item and then click the **Hide selected** button.
5. Click **Ok**.

Resources chart view

Do the following tasks in the **Resources Chart** view.

Sorting resources

Moving resources up or down

Move resources in a different order in the resources list.

1. In the left pane, select a resource.
2. To move the resource up, click the icon in the left panel.
3. To move the resource down, click the icon in the left panel.

Managing resource columns

1. In the **Resources Chart** view, select a resource in the left pane.
2. To open the resource's properties:
   - Click **Resources** > **Resource Properties.**
   - Double-click the resource.
   - Right-click the resource and select **Resource Properties.**
   - Press ⌥+↩.
3. Click the **Custom Columns** button.
4. Click the **Manage Columns** button.
   a. To add a custom column, click the **Add** button and type in the name of a new column.
   b. To delete a custom column, select a custom column, and then click the **Delete** button.
   c. To show a predefined column, select a gray text column item and then click the **Show selected** button.
   d. To hide a predefined column, select a black text column item and then click the **Hide selected** button.
5. Click **Ok**.

5 Opening, Saving, and Printing a Project File

Opening a project

Open an existing project file from your machine.

1. To open a project:
    a. Click **Project** > **Open**.
    b. Click the **Open** folder icon.
    c. Or press **⌘+O**.
2. In the **Open** pop-up window, navigate to the folder where the project file is located and select it.
3. Click **Open**.

Opening a project from a server

Open an existing project file from a server.

1. Click **Project** > **Web Server** > **Open from a server.**
2. In the **Open from a server** pop-up window, configure the settings to locate the project file in your server.
3. Click **Open**.

Importing a project

Import various file types that include project information such as a calendar into the opened project.

1. Click **Project** > **Import.**
2. In the **Import Wizard** pop-up window, select the radio button next to what the file type of the project is.
3. Click **Next**.
4. Click **Browse** and navigate to the folder where the import file is.
5. Click **Ok**.

Saving a project

Saving a project for the first time

Name and configure where to save the project file.

1. Click **Project** > **Save As** (or press **⇧+⌘+S**).
2. I the **Save** pop-up window, type the name of the file you would like to save the project as.
3. Navigate to the directory where you would like to save the project file.

4. Click **Save**.

Saving a project

Save any new changes to the project file.

- Click **Project** > **Save** (or click the **Save** icon, or press ⌘**+S**).

Saving a project to a server

1. Click **Project** > **Web Server** > **Save to a server.**
2. In the **Save to a server** pop-up window, configure the settings to the server where the project file will be saved.
3. Click **Save**.

Exporting a project

1. Click **Project** > **Export.**
2. In the **Export Wizard** pop-up window, select the radio button next to what the file type of the project should be exported as.
3. Click **Next**.
4. Click **Browse** and navigate to the folder where to export the file and configure additional settings if needed.
5. Click **Ok**.

Printing a project

1. Click **Project** > **Print** (or press ⌘**+P**).
2. In the **Print** pop-up window, configure your printing settings accordingly.
3. Click **Print**.

Preview the printed project first

1. Click **Project** > **Print Preview** to preview what the printed project will look like.
2. In the pop-up window, configure your project preview settings accordingly.
3. Click the **Print** icon to print.
4. In the **Print** pop-up window, configure your printing settings accordingly.
5. Click **Print**.

6 Advanced Features

Viewing a PERT chart

1. Click View > PERT chart.
2. A new view will load with the PERT chart and a PERT button will appear next to the other view options as a new option.
3. To remove the PERT button from the workspace, click View > PERT.

Searching the project

Search the project with keywords to find items within the project.

1. Click the search bar in the top right corner of the window (or press **CTRL**+**F**).
2. Enter the text you want to search the project for.
3. Press **Enter**.
4. If there are results, a drop-down menu from the search bar with the results.
5. If there are no results, nothing will happen.

Viewing the developer logs

View the developer logs to see the history of processes in the current session.

1. Click **Help** > **View Log.**
2. A new pop-up window will appear with all the log details.
3. Click the **Close** button to close the window.

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