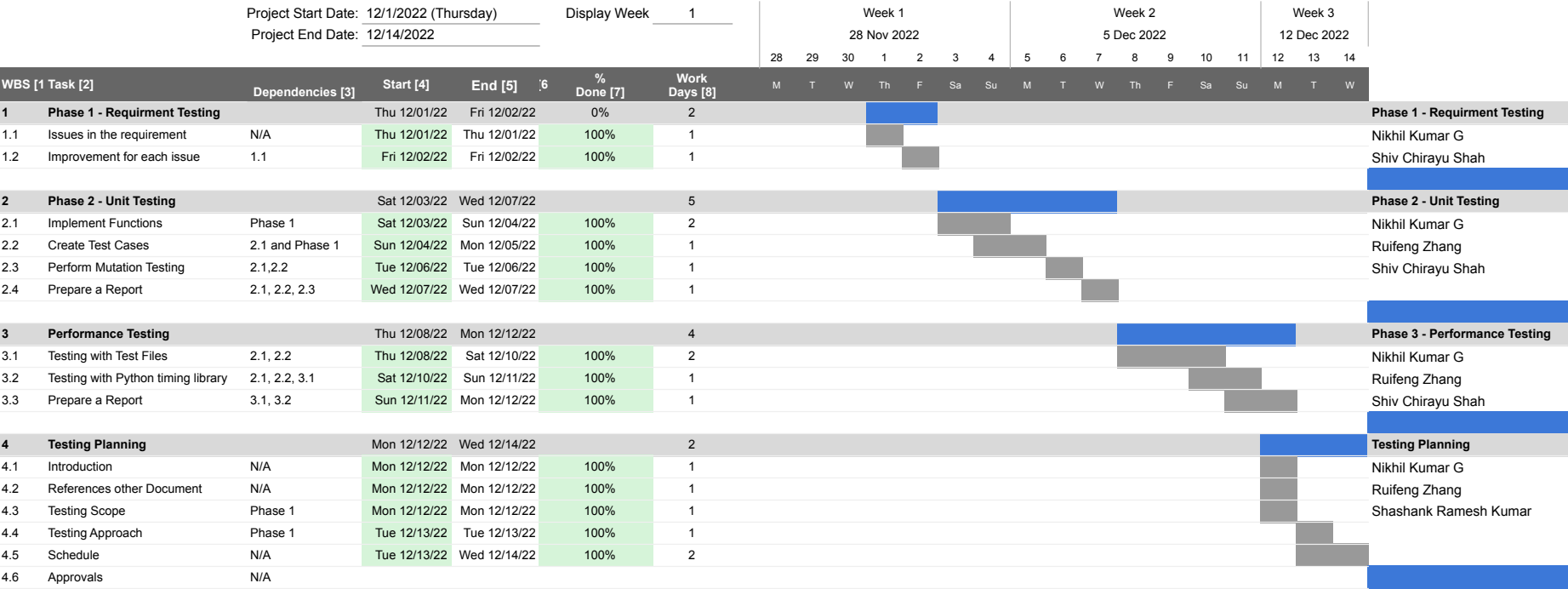


Final Project SSW 567-A 2022F

Group-3



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Introduction

This Gantt Chart spreadsheet makes creating a project schedule very easy. You only need to know some basic spreadsheet operations to make this gantt chart work for you, such as how to insert, delete, copy and paste entire rows.

Be sure to read the Getting Started Tips below.

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Getting Started Tips

- Input cells for defining the task dates and durations have a light green background.
- [Bracketed Text] is also meant to be edited, like the project title and task descriptions.
- Some of the labels include cell notes to provide extra help information.
- The Project Start Date determines the first week shown in the gantt chart.
- To adjust the range of dates shown in the gantt chart, change the Display Week.
- The red line in the gantt chart represents the date in the Today's Date cell. You can enter Today's Date manually or use the formula =TODAY()
- To insert a new task, insert a new row, then copy/paste an existing row from the selection of Template Rows at the bottom of the worksheet.
- Edit the Holidays worksheet to choose which dates you want to exclude from Work Days.

Input Cell

Label [10]

Cell Color Key

Input Cell :: Indicates which set of inputs to use

Completed Task :: In the Gantt chart, indicates the completed portion of the task

Incomplete Task :: In the Gantt chart, indicates the incomplete portion of the task

Using the Template Rows and Choosing a WBS Level

Inserting New Tasks

1. Insert a new blank row where you want the new task to be
2. Copy the entire row you want to use from the set of template rows
3. Paste the row you copied on top of the blank row you just inserted
4. Copy and paste the WBS cell separately, based on the level (1, 2.1, 3.2.1, 4.3.2.1)

- When inserting new rows, you must copy and paste an entire row, because the cells of the Gantt chart area are formulas.

Changing the WBS Level in the WBS Column

- The WBS numbering uses a different formula for each level, but the formula does not reference any other cell in the row. So, you can copy and paste just the WBS cell that you want to use.

- If you leave a blank cell above a WBS number, the numbering will reset to 1.x.x. The formulas are meant for convenience, but you can manually enter them if you need to.

- You can indent the task description for sub-tasks by entering spaces (until Google decides to add an indent option).

Category Tasks

- You can use tasks that are just labels, but it can be even more useful for a category task to display the minimum Start date and maximum End date of its sub tasks. This can be done using =MIN(range_of_startdates) and =MAX(range_of_enddates). An example template row is provided, but you will need to update the MIN() and MAX() formulas.

Creating Task Dependencies

- You can enter the Start date manually, or define task dependencies using a formula. Below are the most common options for defining the Start date:

A. Enter the date manually (e.g. 1/3/2015)

B. Reference the Project Start Date (e.g. =\$E\$4)

C. Set the Start date to the next Work Day after another task's End date.

- Use the formula =WORKDAY(enddate,1) where enddate is the reference to the End date of a predecessor task.
- For multiple predecessors, the formula would be =MAX(WORKDAY(enddate1,1),WORKDAY(enddate2,1))

D. Set the Start date to the next Calendar Day after another task's End date.

- This formula is very simple: =enddate+1
- For multiple predecessors, the formula would be =MAX(enddate1,enddate2,enddate3)+1

E. Set the Start date to a number of days before or after another date.

- This formula is just like the one in C or D, except that in place of the "1" you enter the number of days, such as =WORKDAY(enddate,5) or =WORKDAY(startdate,-5)

FAQs

Q: What is the best way to Print?

A: First, select all of the rows you want to print. Then, in the Print Settings, choose "Selection" and check "No Gridlines". Fit to width and print in landscape.

You also may want to hide the Days Done, Days Left, and Color columns prior to printing.

Q: How do I only show Monday-Friday in the chart area?

A: You can hide the columns that show the weekends.

Q: How do I print the entire range of dates for my project?

A: You would first need to add more columns to the displayed chart area. You can insert more columns to the right of the chart area and then copy and paste columns (7 at a time) to extend the display.

Note: The more columns you add to the right of the Gantt chart, the slower the recalculation speed will be, because of the number of additional formulas.

Q: How do I calculate the %Complete for a Summary task?

A: The %Complete for a summary task can be calculated from its sub tasks using the formula below, where "workdays" is a reference to the range of work days and "complete" is a reference to the % complete for each of the subtasks.

=ARRAYFORMULA(SUMPRODUCT(workdays, complete) / SUM (workdays))

Q: The Start date, End date, or %Complete for a Level 1 task is wrong. How do I fix it?

A: When using =MIN(), =MAX(), and =SUMPRODUCT(), it is easy for the references to get messed up if you move rows around or insert new rows. You should verify and fix these formulas if they are not referencing the correct ranges.

[Name]	Fri 1/17/14	Mon 1/20/14
en hide or dele	D16	s row]
	=min(D18:D20)	ue 1/07/14
	Wed 1/01/14	Wed 1/01/14
	Thu 1/02/14	
	Fri 1/03/14	
	Mon 1/06/14	
	Tue 1/07/14	Tue 1/07/14

This reference needs to be fixed, to include all of the sub tasks.

Q: I've messed up the chart area somehow. How do I fix it?

A: Find a row that works, then copy the cells that make up the gantt chart area from that row into the cells that are messed up.

Gantt Chart Template Pro for Google Sheets



Gantt Chart Template Pro, by Vertex42.com, is a spreadsheet template designed originally for Microsoft Excel that offers more features than the free version. When you purchase it, you will also get a link to download the Pro version for Google Sheets!!

[Learn More About Gantt Chart Template Pro](#)

- Visit the web page above to view screenshots and watch demo videos

Features in the Pro version for Google Sheets

Define task durations by specifying the number of Work Days

- In this free version, the inputs to define a task are the Start Date and the Calendar Day duration. In the Pro version, the default option is to enter the Start Date and the number of Work Days.

Choose whether to define task durations using Calendar Days or Work Days or End Dates

- The Pro version includes a larger set of template rows that provide more options for defining the Start date, End date, duration, and dependency of tasks.

Exclude holidays from work days

- List holidays and other non-working days in a separate sheet. When defining task durations using Work Days, these dates will be excluded.

Define what you mean by "Weekend" when using Work Days

- The Pro version allows you to define exactly which day(s) of the week you want to use as your weekend. The default is Saturday and Sunday.

Color-Code bars in the Gantt chart

- The Pro version includes a column for entering a color code like "k", "r", or "y" to change the color of the bars in the Gantt chart. The Help worksheet explains some advanced formulas that you could use in the Color column to automatically color a bar based on the name in the Lead column.

Days Left	Color	Week 1 12 / 30 / 13							Week 2 1 / 6 / 14							Week 3 1 / 13 / 14						
		M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su
	k																					
7																						
7	r																					
7	y																					
5	m																					
7	g																					
7	p																					

Define tasks dependences by specifying the predecessor WBS

- The template rows include an option for entering a Predecessor WBS. The Start date will be calculated as the day following the End date of the predecessor.

Lead	Predecessor	Start	End	Work Days	Cal Days
		Wed 1/01/14	Wed 1/01/14	1	1
	4.1	Thu 1/02/14	Mon 1/06/14	3	5
	4.1	Thu 1/02/14	Mon 1/06/14	3	5
	4.2	Tue 1/07/14	Thu 1/09/14	3	3
	4.3	Tue 1/07/14	Thu 1/09/14	3	3
	4.4	Fri 1/10/14	Tue 1/14/14	3	5

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[1] Work Breakdown Structure

[2] Task:

Enter the name of each task and sub-task. Use spaces to indent sub-tasks.

[3] Task Lead

Enter the name of the Task Lead in this column.

[4] 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.

[5] End Date:

Calculated based on the Start Date and the duration of the task.

[6] Dependencies

Project tasks require other tasks to move forward before they can be started

[7] Percent Complete:

Update the status of this task by entering the percent complete (between 0% and 100%).

[8] Work Days:

Days we gonna spend each task.

[9] See the Terms Of Use worksheet and the license agreement on Vertex42.com for information about terms of use, copyright, warranties, and disclaimers. Removing copyright notices is illegal.

[10] This is an example comment.