

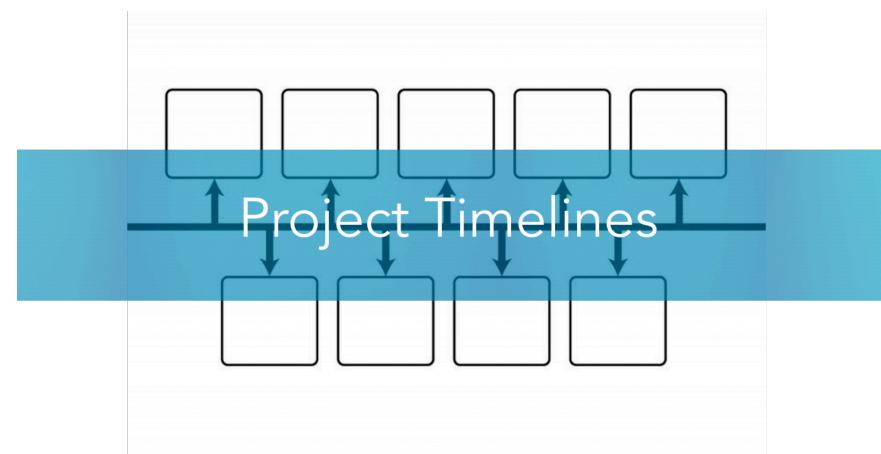
# **Project Timelines and Gantt Charts**

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Monday, May 7<sup>th</sup>, 2018

# Project Timelines

- A project timeline is the core element of project implementation
- Captures what a project will accomplish
- Comprehensive, accurate timelines are key to project success



# Timeline Elements

- List of tasks to be completed
- The dates on which the tasks need to be complete
- The expected duration of each task
- Dependencies between tasks



# Creating a timeline

- Start with the list of deliverables and tasks
- Break tasks into sub-tasks
- Estimate time needed to complete each task
- Identify dependencies among sub-tasks
- Distribute across a real time-scale

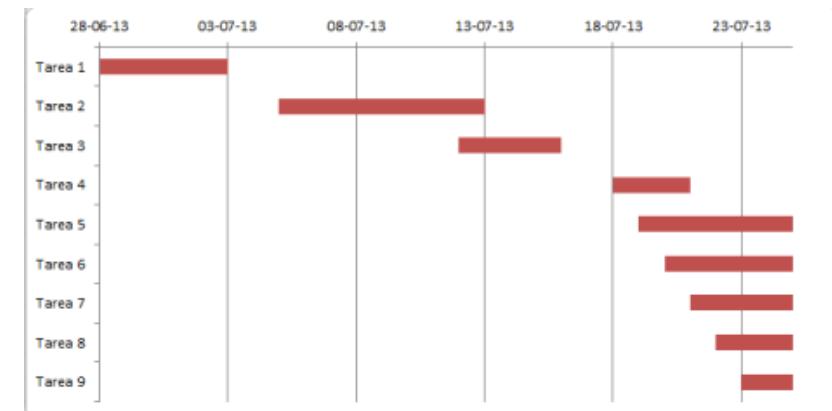
# Timeline

- Pick an activity identified in your logframe
- Identify all subtasks within the activity
- Identify who is principally responsible for each subtask
- Identify, start date, duration and completion



# Gantt Chart

- The Gantt chart is a specialized timeline that provides and easy-to-grasp visualization of the project.
- It is a graphical representation of the necessary time needed for different tasks during a set period of time.
- It shows the begining and end of different activities and may group them by objectives.



# Gantt Chart

## Advantages

- Easy to use
- Wholistic visual representation of a project
- Easy to use and adjust
- Clearly communicates activities that should be done

## Disadvantages

- Does not show dependencies or relationships between activities
- Doesn't show who is responsible for each activity
- It is difficult to use in a way that measures progress.
- All activities listed equally, does not highlight activities of greater importance.

# Creating a Gantt Chart

- Adaptive Gantt Chart:  
<https://www.youtube.com/watch?v=00s5efQWrgU>
- Basic Clean Gantt Chart  
<https://www.youtube.com/watch?v=-oD50HSBBBI>



# Other programs for project management

The screenshot displays the Zilicus Project Management software interface, specifically the 'Project Dashboard' for the 'New Product Dev' project. The interface is organized into several sections:

- Top Navigation:** ACME Corporation, Zilicus Business Empowered, GetStarted, Home, Dashboard, Projects, Workspace, Time Sheet, Reports, Help Guide | Support Request | Welcome Thomas Beddov, Logout.
- Left Sidebar:** New Product Dev, Overview (Project Details, Customer Information, Team Details, Project Dashboard, Project Calendar, Discussion Board), Tasks, Documents, Issues, Risks, Project Configuration.
- Project Dashboard:** A main area containing four primary charts and a Risk Matrix:
  - Tasks:** A donut chart showing task status: Not Started (11), In Progress (5), Completed (6).
  - Issues:** A donut chart showing issue severity: High (2), Medium (3), Low (4), Normal (7).
  - Progress:** A table showing task group progress: User Requirement Analysis (100% planned, 100% actual), Solution Design (20% planned, 100% actual), Solution Development (0% planned, 100% actual), Solution Testing (0% planned, 100% actual), Scanning of documents (50% planned, 50% actual).
  - Risk Matrix:** A grid showing risk probability by impact level. The matrix includes rows for Catastrophic, Major, Moderate, Minor, and Insignificant impacts, and columns for Rare (0-20%), Unlikely (20-40%), Possible (40-60%), Likely (60-80%), and Almost Certain (>80%) probabilities. The total risks are 9 open and 5 reviewed, with 4 closed risks.
- Bottom Navigation:** Resource Utilization, Time.

# What are they?

| Aplicaciones de código abierto de escritorio | PM   | C   | IT   | PPM   | RM   | DM   |
|--|------|-----|------|-------|------|------|
| KPlato                                       | [PM] |     |      |       | [RM] |      |
| Planner                                      | [PM] |     |      |       | [RM] |      |
| OpenProj                                     | [PM] |     |      |       | [RM] |      |
| ProjectLibre                                 | [PM] |     |      |       | [RM] |      |
| Aplicaciones de código abierto tipo web      | PM   | C   | IT   | PPM   | RM   | DM   |
| Bugzilla                                     |      |     | [IT] |       |      |      |
| dotProject                                   | [PM] |     | [IT] |       |      | [DM] |
| eGroupware                                   | [PM] | [C] | [IT] | [PPM] | [RM] | [DM] |
| NavalPlan                                    | [PM] | [C] |      |       | [RM] |      |
| Project.net                                  | [PM] | [C] | [IT] | [PPM] | [RM] | [DM] |
| Redmine                                      | [PM] | [C] | [IT] | [PPM] |      | [DM] |
| Trac   | [PM] | [C] | [IT] |       |      |      |
| Aplicaciones propietarias de escritorio      | PM   | C   | IT   | PPM   | RM   | DM   |
| Microsoft Project                            | [PM] |     |      |       | [RM] |      |
| Aplicaciones propietarias tipo web           | PM   | C   | IT   | PPM   | RM   | DM   |
| Bontq  | [PM] | [C] | [IT] |       |      | [DM] |
| JIRA   | [PM] | [C] | [IT] |       |      |      |
| Microsoft Office Project Server              | [PM] | [C] | [IT] | [PPM] | [RM] | [DM] |
| Mingle                                       | [PM] | [C] | [IT] |       |      |      |

- Each one has different characteristics and costs
- Exhaustive list:  
[https://en.wikipedia.org/wiki/Comparison\\_of\\_project\\_management\\_software](https://en.wikipedia.org/wiki/Comparison_of_project_management_software)



✓ West Region Sales Pipeline x

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|    | Status | Opportunity              | Rep    | Sales Stage  | Est Value | Dep                                 | Exp Close | Prob                  | Next Step                 | Product          | Last Chg |
|----|--------|--------------------------|--------|--------------|-----------|-------------------------------------|-----------|-----------------------|---------------------------|------------------|----------|
| 1  | Locked | Closed: 2                |        |              | \$129,000 |                                     |           |                       |                           |                  |          |
| 2  | Open   | Weber Worldwide          | Bob    | Closed       | \$98,000  | <input checked="" type="checkbox"/> | 02/15/12  | <input type="radio"/> | None                      | Tracker 5500     |          |
| 3  | Open   | Cross Tyme Moving        | Jenny  | Closed       | \$31,000  | <input checked="" type="checkbox"/> | 08/20/12  | <input type="radio"/> | Negotiate maintenance c   | Worldwide Closer |          |
| 4  | Locked | High Probability: 7      |        |              | \$149,000 |                                     |           |                       |                           |                  |          |
| 5  | Open   | National Freight         | Jim    | Contract     | \$55,000  | <input checked="" type="checkbox"/> | 07/12/12  | <input type="radio"/> | Resolve contract          | Global 2000      |          |
| 6  | Open   | Alaska Frontier          | Jim    | Needs Assess | \$25,000  | <input type="checkbox"/>            | 05/28/12  | <input type="radio"/> | Send References           | Tracker 5500     |          |
| 7  | Open   | NW Logistics             | Bob    | Contract     | \$21,000  | <input checked="" type="checkbox"/> | 08/24/12  | <input type="radio"/> | Review multi-year financ  | Tracker 5500     |          |
| 8  | Open   | Tinsel Town Trucking     | Morgan | Contract     | \$16,000  | <input type="checkbox"/>            | 08/31/12  | <input type="radio"/> | Explain Quote             | Logistics Master |          |
| 9  | Open   | Condorx Shipping         | Bob    | Contract     | \$14,000  | <input checked="" type="checkbox"/> | 05/03/12  | <input type="radio"/> | Negotiate maintenance c   | Tracker 5500     |          |
| 10 | Open   | Leesman Maverick         | Morgan | Contract     | \$13,000  | <input type="checkbox"/>            | 08/31/12  | <input type="radio"/> | Review multi-year financ  | Worldwide Closer |          |
| 11 | Open   | Gordon National Services | Morgan | Needs Assess | \$5,000   | <input type="checkbox"/>            | 06/25/12  | <input type="radio"/> | Re-engage                 | Tracker 5500     |          |
| 12 | Locked | Medium Probability: 4    |        |              | \$160,000 |                                     |           |                       |                           |                  |          |
| 13 | Open   | Tropic Ranger            | Bob    | Quote        | \$90,000  | <input type="checkbox"/>            | 05/09/12  | <input type="radio"/> | Provide Reference         | Logistics Master |          |
| 14 | Open   | Atlantic Crossing        | Jenny  | Quote        | \$49,000  | <input type="checkbox"/>            | 08/11/12  | <input type="radio"/> | Explain Quote             | Tracker 5500     |          |
| 15 | Open   | Flipstone Corp           | Morgan | Quote        | \$12,000  | <input type="checkbox"/>            | 06/09/12  | <input type="radio"/> | Explain Quote             | Global 2000      |          |
| 16 | Open   | Horizon Transport Inc.   | Morgan | Quote        | \$9,000   | <input type="checkbox"/>            | 05/09/12  | <input type="radio"/> | Interview Field Personnel | Tracker 5500     |          |
| 17 | Locked | Low Probability: 8       |        |              | \$210,000 |                                     |           |                       |                           |                  |          |
| 18 | Open   | Queens Mass Moving       | Jim    | Quote        | \$64,000  | <input type="checkbox"/>            | 06/09/12  | <input type="radio"/> | Talk with CFO             | Tracker 5500     |          |
| 19 | Open   | Transland Shipping Corp  | Jenny  | Contract     | \$57,000  | <input type="checkbox"/>            | 07/16/12  | <input type="radio"/> | Interview Field Personnel | Worldwide Closer |          |
| 20 | Open   | Telesat Navato           | Jim    | Quote        | \$27,000  | <input type="checkbox"/>            | 04/29/12  | <input type="radio"/> | Re-engage                 | Logistics Master |          |
|    |        | Bob & Ted Inc.           | Morgan | Needs Assess | \$19,000  | <input type="checkbox"/>            | 07/16/12  | <input type="radio"/> | Send References           | Tracker 5500     |          |

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What other programs or techniques have you used to organize your project tasks?

