Homework Assignment 2: ProjectLibre Tutorial I

Background

This tutorial demonstrates how to use the ProjectLibre (the new version of 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 PorjectLibre to draw a Gantt chart for your semester final project.

Getting ProjectLibre

You can now more about ProjectLibre following this link: http://www.projectlibre.com/. You can download it from the following link: http://sourceforge.net/projects/projectlibre/ (This a Beta version, but do not worry, it works and soon you will be able to update to version 1.)

Creating a New Project

Follow these steps to create a new, blank project in ProjectLibre:
1. Start ProjectLibre.
2. Click through the Tips or Donate dialog. Sometimes these dialogs are not shown.
3. On the Welcome to ProjectLibre 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 text box if desired, as shown on Figure 1. Then click OK.
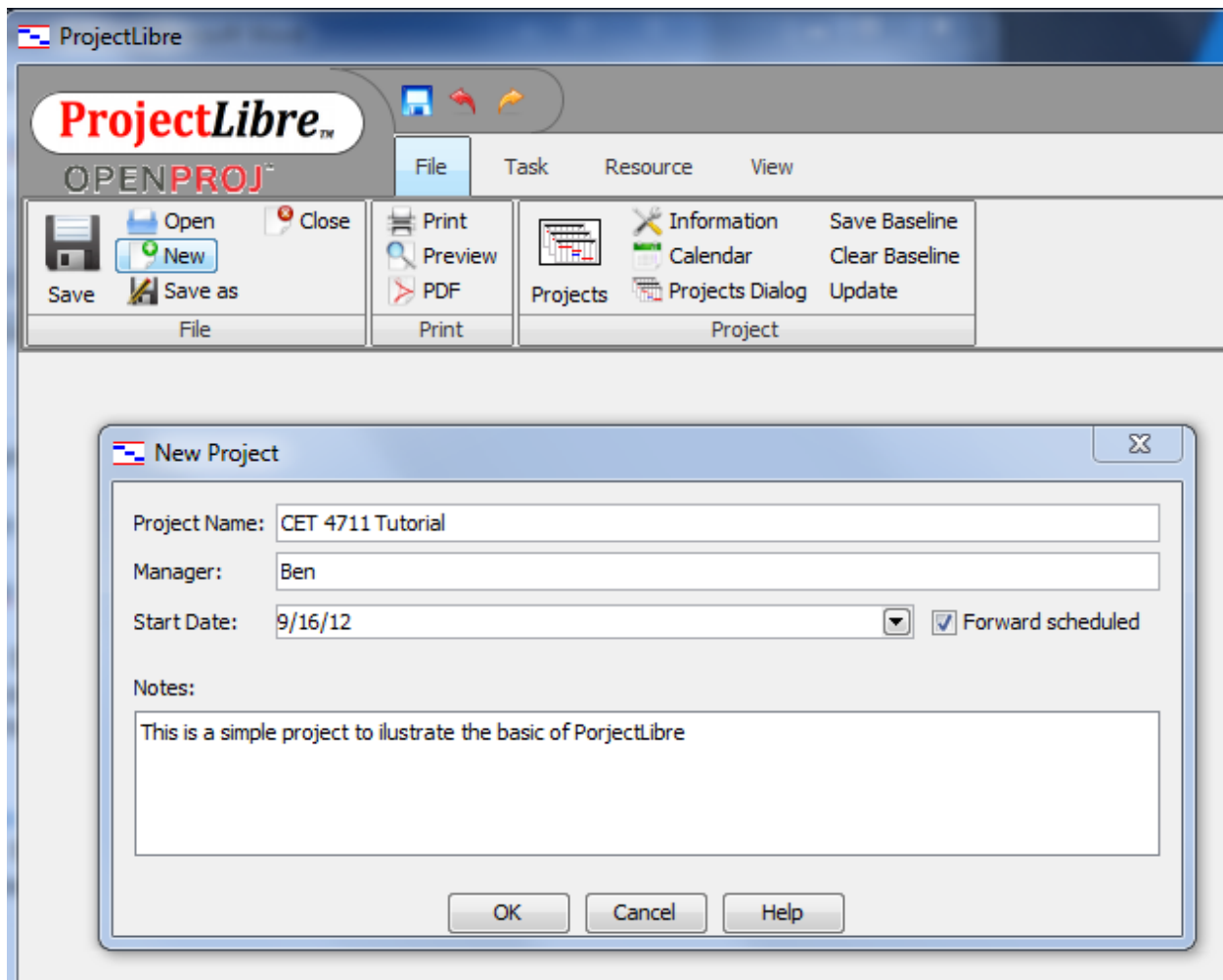
Figure 1. New project screen.

Entering a Work Breakdown Structure

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

- Select Gantt Chart view from the view menu.
- You will have a spreadsheet where you can now enter information of all the activities; i.e., task name, duration, start date, end date, predecessors and various other fields.
- You can enter required information in the spreadsheet or you can double click on the activity to add more information. In the Duration field, type the amount of time each task will take in months, weeks, days, hours, or minutes, not counting nonworking time. (By default the time period will be days, but that can be changed to hours, months, etc.)
- For predecessor activity, you need to write activity number.
- ProjectLibre will calculate start and end date.
- After that the Gantt Chart will be completed.

To test recently acquired knowledge, create a project like the one shown in Figure 2 and save it as CET4711_Tutorial.pod. Remember to assign you self as a *Manager* when creating the project (in the window *New Project*).
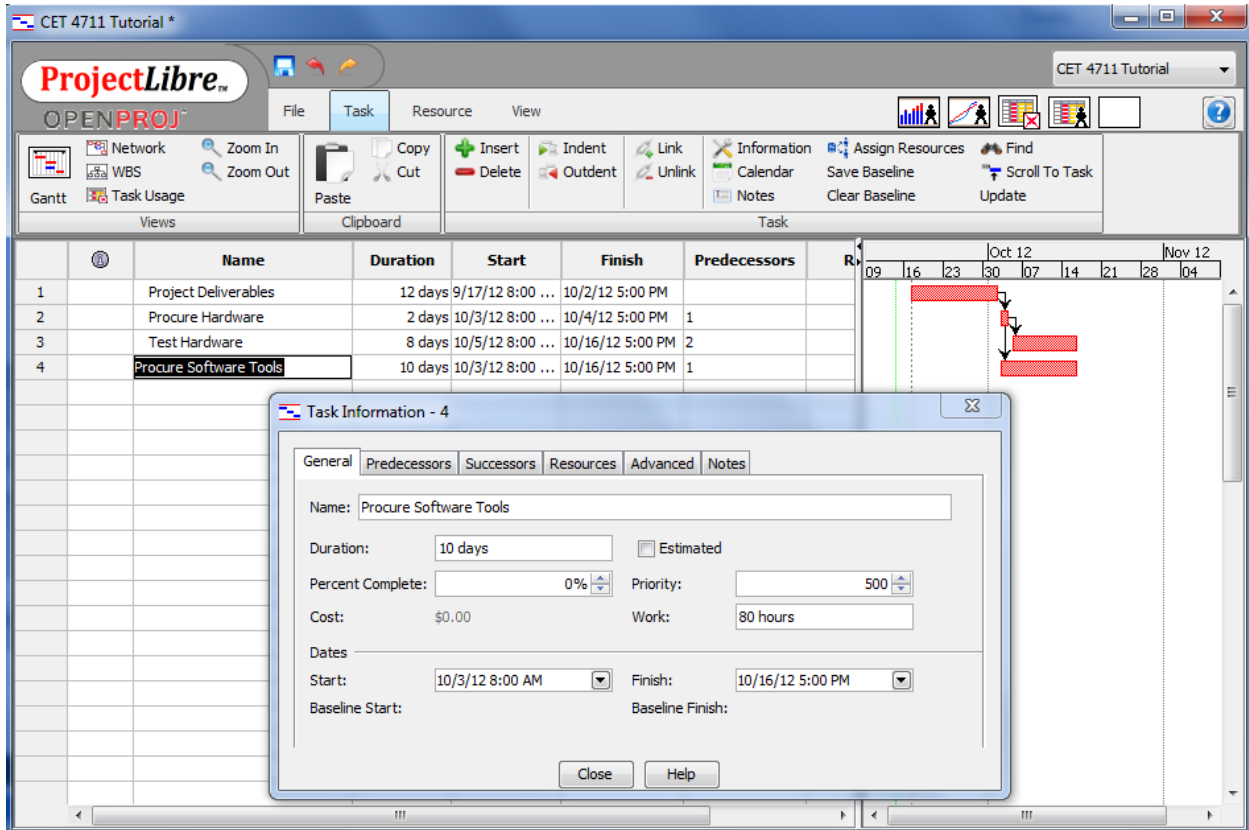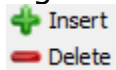

Figure 2. A simple Work Breakdown Structure (WBS)
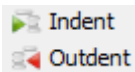
Grouping Tasks in Logical Order

Outlining helps organize your tasks into more manageable chunks. You can indent related tasks under a more general task, creating a hierarchy. The general tasks are called **summary tasks**; the indented tasks below the summary task are **subtasks**. A summary task's start and finish dates are determined by the start and finish dates of its earliest and latest subtasks.

Figure 2, also shows the options given when selecting the *Task* manu. The Insert/Delete options allow you to insert a task row and delete the task in the selected row, respectively. The Indent/Outdent options allow you indent or outdent the selected task. The Zoom In/Zoom Out options allow you to zoom in or out the Gantt chart view.

Using the options just mentioned modify your project as shown on Figure 3. Make sure you set the right duration for Activity 1, Activity 3, Activity 5, and Activity 7. Use the Zoom Out tool to have a better view of the Gantt chart.
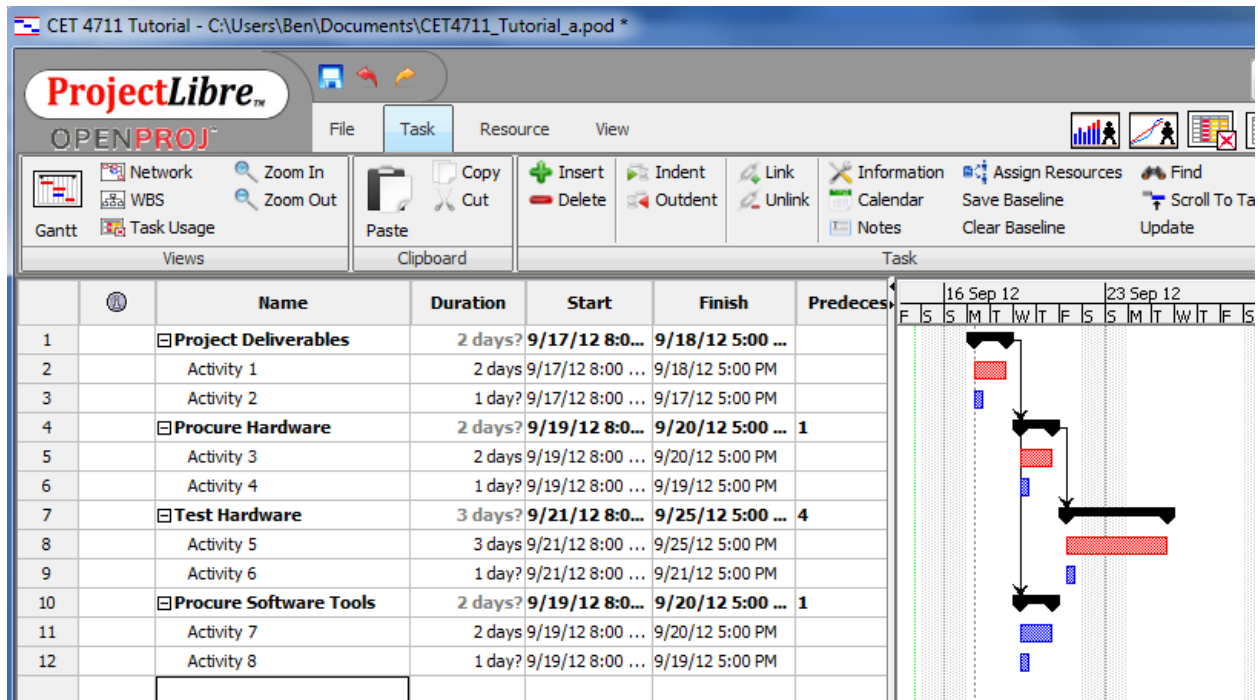

Figure 3. A hierarchical Work Breakdown Structure

Save your project selecting Save form the *File* menu.

Assigning Resources to Tasks

You can use the Resource Sheet in ProjectLibre to create a list of the people, equipment, and material resources that make up your team and carry out the project tasks. Your resource list will consist of work resources or material resources. Work resources are people or equipment; material resources are consumable materials or supplies, such as concrete, wood, or nails.

To add resources follow these steps

1. On the View menu, click Resources Resources .
2. In the table, you can now enter resources.
3. In the resource *Name* field, type a resource name.

You can go through the fields in the sheet, but for the simplicity of the example just focus on the name and initials. Enter the data shown in Figure 4, which is an example of some Human resources added to the Resource

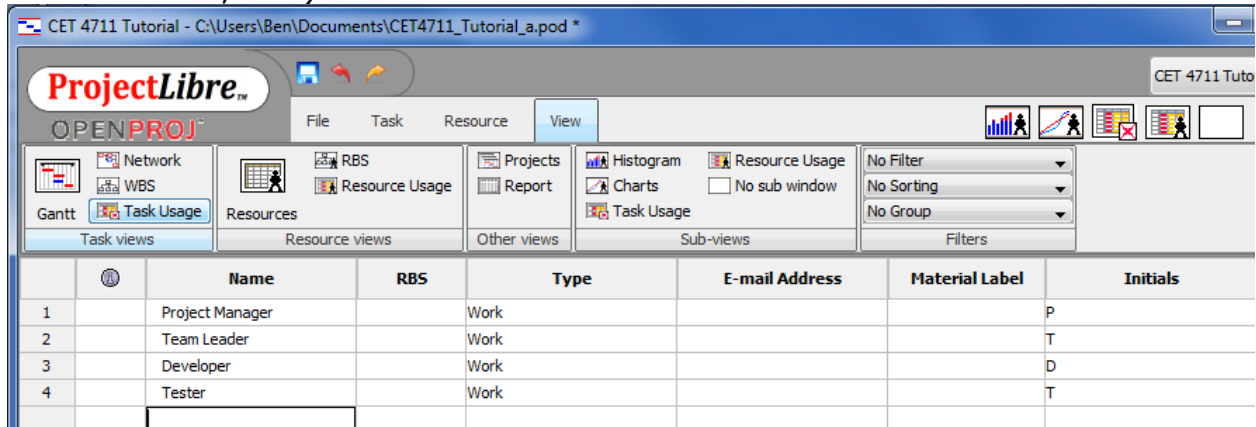Sheet (We could add also other type of resources such as Equipment, Consumables, etc.)

Figure 4. Some human resources

Once the resources are created, you can go back to the View menu, and click Gantt chart to see again the tasks, and then when you double click a task you can add a resource to this task by using the tab "*Resources*" and clicking on .

Assign Activities 1 and 2 to the Project Manager, activities 3 and 4 to the Team Leader, activities 5 and 6 to the tester, and activities 7 and 8 to the Developer.

Note: The main goal of the resource assignment is to allocate properly the resources and to provide valuable information regarding the effort of the team.
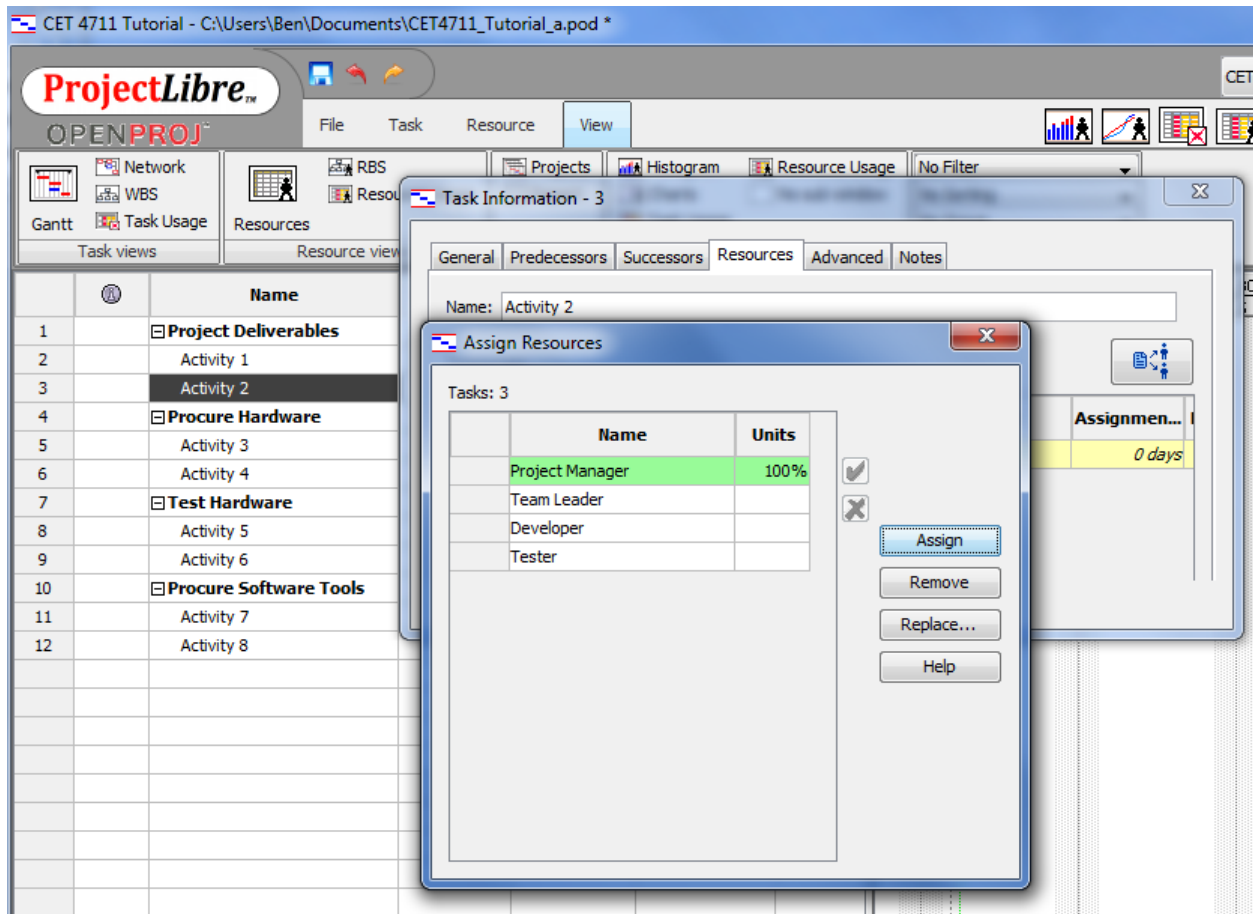
Figure 5. Assigning of resources to activities

Save your project selecting [Save] form the *File* menu.

Saving Your Project

When you save a file, you have the option to save the baseline or to clear the base line. If you choose to *Save Baseline* (from the *File* menu), a copy of your schedule and other things will be saved and any changes you are making when the project progress can be viewed clearly using the baseline. If you choose to *Clear Baseline*, you will not be able to view the changes. For this project, you should select the option *Save Baseline*

Save your project selecting [Save] form the *File* menu.