LEFT BRAINED GEEKS

http://lbgeeks.com/gitc jpk@lbgeeks.com Skype ID jpkazarian

Lab Assignment: OpenProj Tutorial I

Background

This tutorial demonstrates how to use the 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 OpenProj to draw a Gantt chart per the lab assignment given in class. Or you may draw this chart on paper.

Creating a New Project

Follow these steps to create a new, blank project in OpenProj:

- 1. Start OpenProj.
- 2. Click through the Tips or Donate dialog. Sometimes these dialogs are not shown.
- On the Welcome to OpenProj 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 if desired. Then click OK.

Entering a Work Breakdown Structure

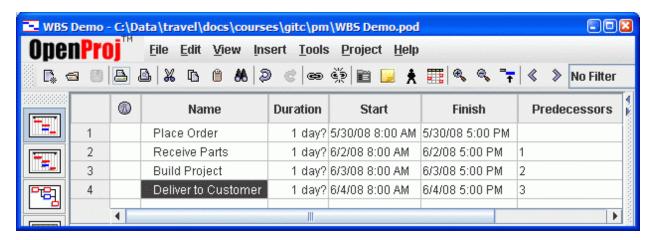
OpenProj starts with a worksheet for entering tasks from the work breakdown structure. Perform the following steps to enter tasks:

- 1. Move the division bar (dotted bar with two arrows at the top) between the form and chart as necessary for entering tasks.
- 2. In the Name column, enter the first task of Place Order.

- 3. Hit the down arrow and enter the other task names of Receive Parts, Build Project, and Ship to Customer.
- 4. Move the cursor to the Predecessors column.
- 5. For tasks 2-4, enter the prior task (1-3) as a predecessor. Again, use down arrow to move among rows. Note OpenProj automatically adjusts start and stop dates for the dependent tasks.
- 6. Move the dividing bar back so the Gantt chart is visible. Use the zoom controls to adjust the chart to a suitable time scale.

Example Screens

The following figure is a specimen of the work breakdown structure form:



The following figure is a specimen of the resulting Gantt chart:

