# LEFT BRAINED GEEKS

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# 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.
- 3. 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 the 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:

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ODENProj <sup>™</sup> <u>File Edit View Insert Tools Project H</u> elp							
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		۵	Name	Duration	Start	Finish	Predecessors
	1		Place Order	1 day?	5/30/08 8:00 AM	5/30/08 5:00 PM	
	2		Receive Parts	1 day?	6/2/08 8:00 AM	6/2/08 5:00 PM	1
	3		Build Project	1 day?	6/3/08 8:00 AM	6/3/08 5:00 PM	2
PE	4		Deliver to Customer	1 day?	6/4/08 8:00 AM	6/4/08 5:00 PM	3
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The following figure is a specimen of the resulting Gantt chart:

