



How to plan a project



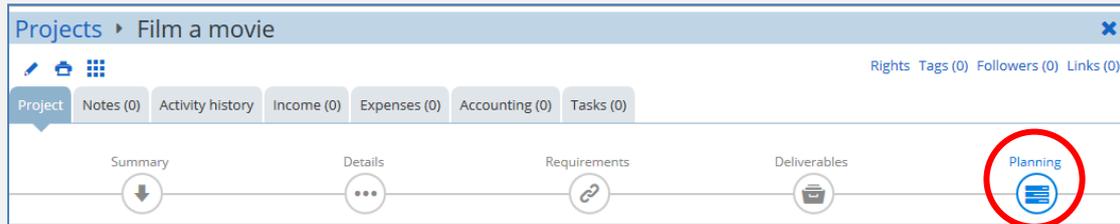
How to plan a project

You have successfully setup your project. Now it's time to plan your project step by step.

A

Start Planning a Project

Open your project and click on the "Planning" button.



This is the area where you will create the Gantt Chart of the project.



The project scheduling phase plays a central role in predicting both the time and cost aspects of a project.

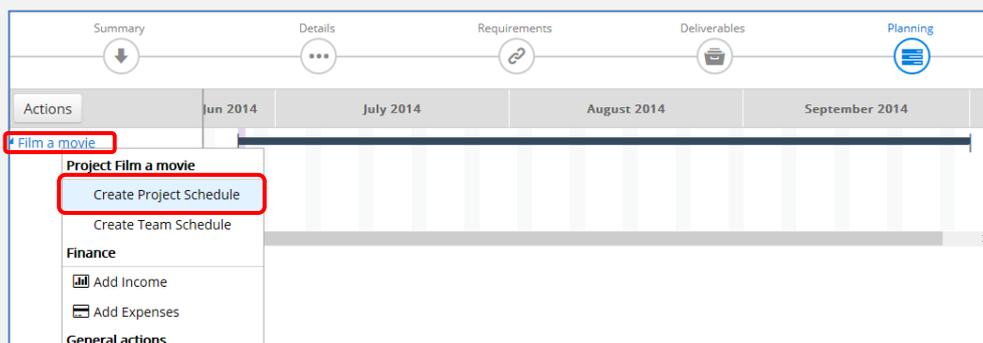
B

Create new Project Schedule

Projects can be really complex, so the decomposition of major project activities into smaller, more manageable activities is really important. Every project consists of Project Schedules, the big phases of the project.

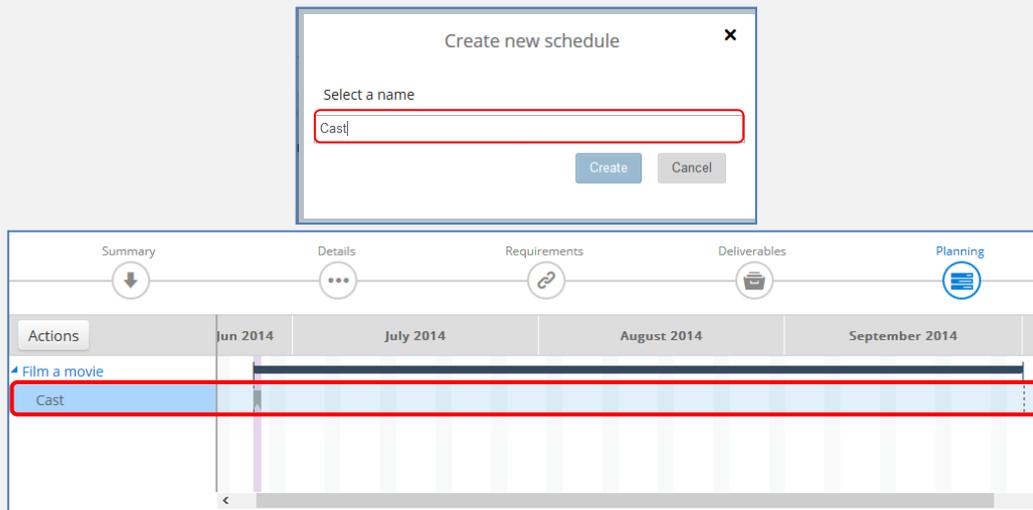
1

To create a new Project Schedule, right click on the name of the project (or click the Actions button) and then click "Create Project Schedule".



2

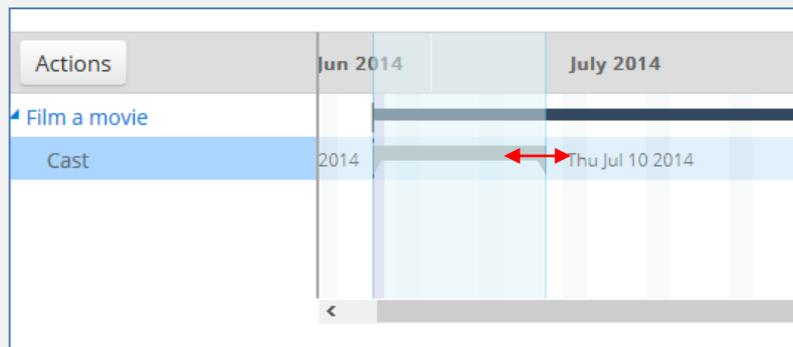
A new window appears. **Give a name** to the Project Schedule and click the **“Create”** button. The Project Schedule is now visible



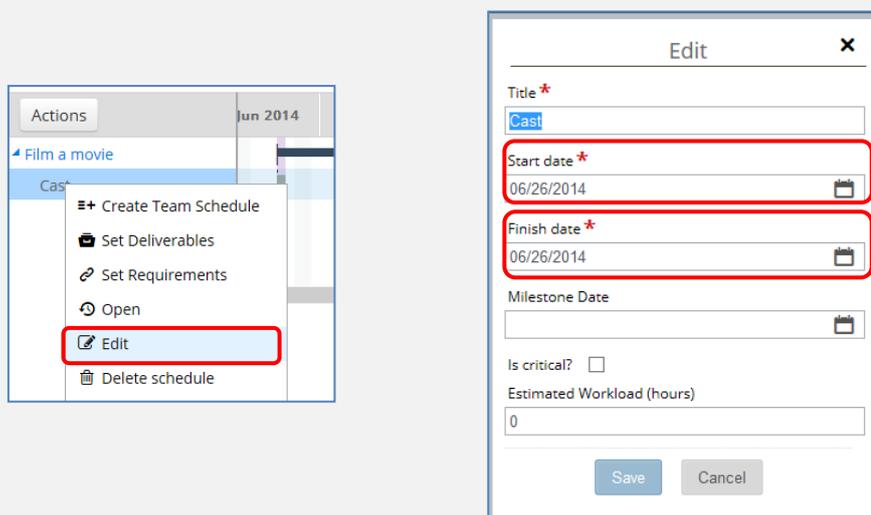
3

Set the duration of the Project Schedule with 2 ways:

a) Drag the schedule line until the desired day



b) **Right click** on the project schedule and click the **“Edit”** option. Change the **Start and Finish date** and click the **“Save”** button.



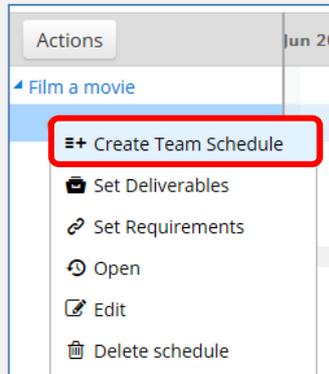
C

Create a new Team Schedule

Team Schedules are the phases of the Project Schedule.

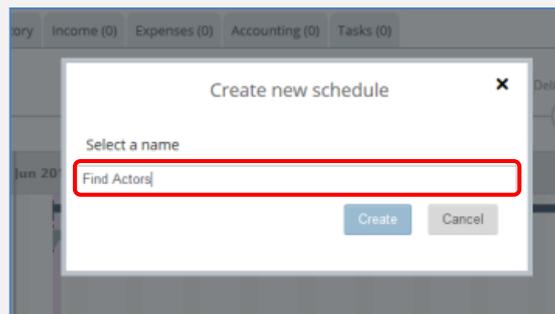
1

To create a Team Schedule for a specific Project Schedule, right click on the Project Schedule and select the **“Create Team Schedule”** option.



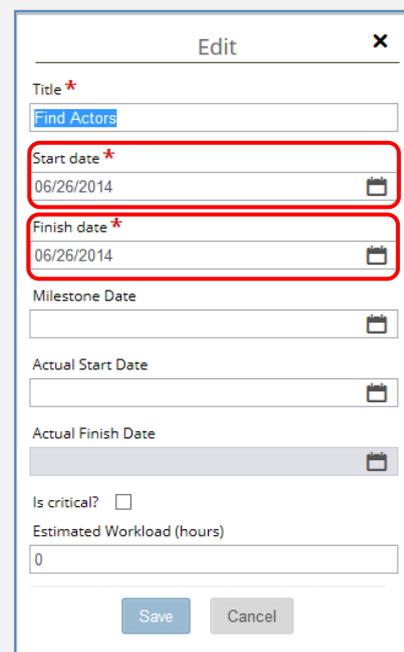
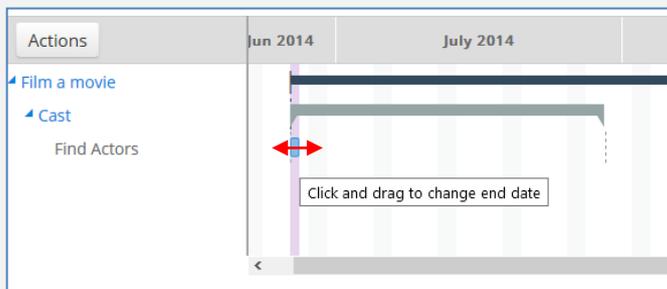
2

Give a name to the Team Schedule and click the **“Save”** button.



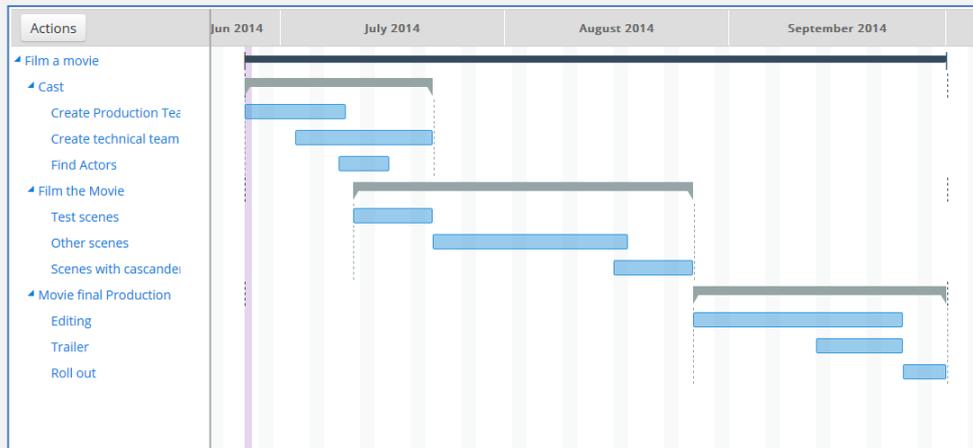
3

Set the duration of the Team Schedule like you did in the Project Schedule.



D

Repeat the above steps to create as many Project Schedules and Team Schedules as you like, in order to better manage your project.

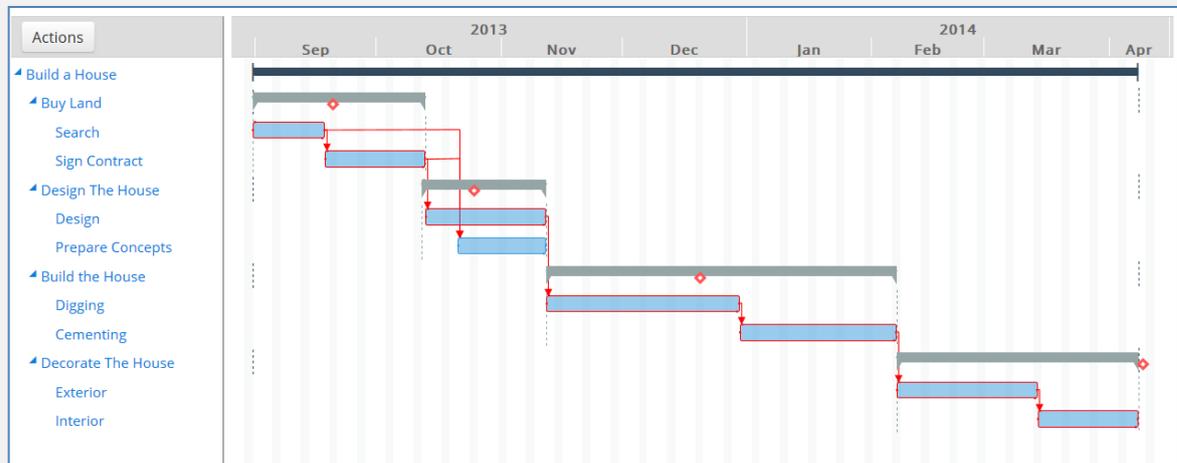


Congratulations you have successfully completed the planning of your project.

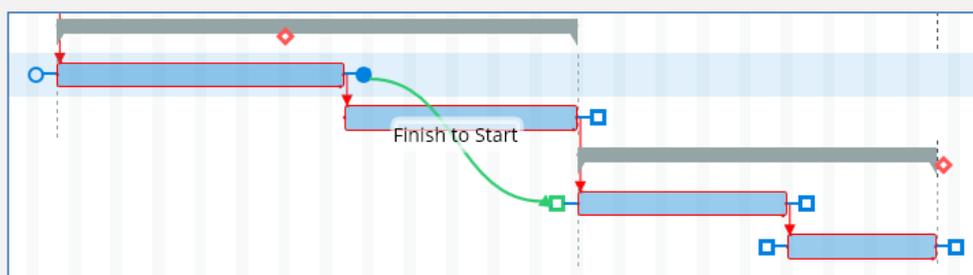
E

Constrains

You can also have constrains in your Gantt Chart like finish to start, finish to finish, start to finish and start to start. The critical path appears with red.



When you put your mouse over a schedule, 2 circles appears in each schedule. Click on any of these circles and drag and drop the line in the relative schedule to create a new constrain.





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