
GANTTPROJECT USER MANUAL



By Jennifer Meservey

TABLE OF CONTENTS

Overview	4
About GanttProject	4
Copyright and Trademark Information	4
Chapter 1: Installing GanttProject	5
Downloading GanttProject	5
Installing GanttProject	5
Chapter 2: Navigating GanttProject	6
Using the GanttProject Workspace	6
Details Pane	6
Calendar Pane	6
Gantt Tab	7
Resources Chart Tab	7
PERT Chart Tab	8
Chapter 3: Creating a Project	9
Starting a New Project	9
Configuring Weekends and Holidays	9
Creating Custom Holidays	9
Working with Roles and Resources	10
Creating Roles	10
Adding Resources	10
Working with Tasks	11
Creating a Task	11
Creating a Subtask	11
Adding a Predecessor	12
Linking Tasks	12
Assigning a Task	13
Deleting a Task	13
Chapter 4: Saving and Printing	14
Saving a Project	14
Saving to Your Computer	14
Saving to a Web Server	14
Recovering a Project	15
Printing a Project	15
Print Preview	15
Chapter 5: Adjusting the Settings	16
Application UI Settings	16

Gantt Chart Settings	16
Defaults	16
Grid Details	17
Timeline Labels	17
Task Details	17
Resources Chart Settings	17
Resource Colors	17
FTP Settings	17
CSV Export Settings	18
WebDAV Server Settings	18
Chapter 6: Importing and Exporting	19
Importing a Project	19
Compatible File Types	19
Importing from Your Computer	19
Import Options	19
Importing from a Web Server	20
Exporting a Project	20
Export File Types	20
Exporting and Publishing	21
Export Options	21
Chapter 7: Getting Help	22
Support Portal	22
Documentation	22
Video Tutorial	22
Index	23

OVERVIEW

About GanttProject

GanttProject is a scheduling and time management application that you can use to create Gantt charts and PERT charts and build reports on project timelines. With GanttProject, you can:

- Create human resources and roles
- Create project tasks and milestones
- Assign tasks to resources
- Create dependencies between tasks
- Organize tasks in a work breakdown structure
- Create baselines
- Use WebDAV and FTP servers to collaborate on projects
- Monitor assignments throughout the project
- Export reports to PDF, PNG, JPEG, CSV, and Microsoft Project files
- Import Microsoft Project and calendar files

Copyright and Trademark Information

GanttProject © 2003-2017 GanttProject Team

Visit www.ganttproject.biz/about for more information.

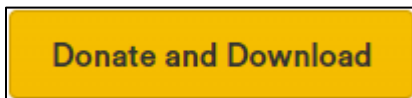
CHAPTER 1: INSTALLING GANTTPROJECT

Downloading GanttProject

1. To download GanttProject, visit www.ganttproject.biz and click **Download new**.



2. **OPTIONAL:** To make a donation with your download, click **Donate and Download**. Donations help support the ongoing development of GanttProject. The recommended donation is \$5 or more.



3. If you would prefer to download without making a donation, click the **download without donation** link at the bottom of the **Download** screen.

Just want to [download without donation](#)? That's okay too.

4. If you think you may want to donate later, enter your email address; otherwise, leave the box blank.
5. Click **Download GanttProject** to continue.



6. Click **Download** to start the download. Consult your browser's documentation for information on how files are downloaded.

Installing GanttProject

Follow the steps below to install GanttProject.

1. Locate the GanttProject installation file you downloaded and double-click to open it.
2. In the **GanttProject Setup Wizard** dialog box, click **Next**.
3. Click **I Agree** to agree to the terms of the license agreement.
4. Select the components you would like to install, then click **Next**.
5. Click **Browse** to select the folder on your computer where you would like to install GanttProject.
6. Click **Install** to begin the installation.
7. Once the installation is complete, click **Close** to close the Setup Wizard.

CHAPTER 2: NAVIGATING GANTTPROJECT

Using the GanttProject Workspace

The GanttProject workspace features two main tabs: the **Gantt** tab and the **Resources Chart** tab. Each tab is split into two panes: the **Details** pane and the **Calendar** pane.

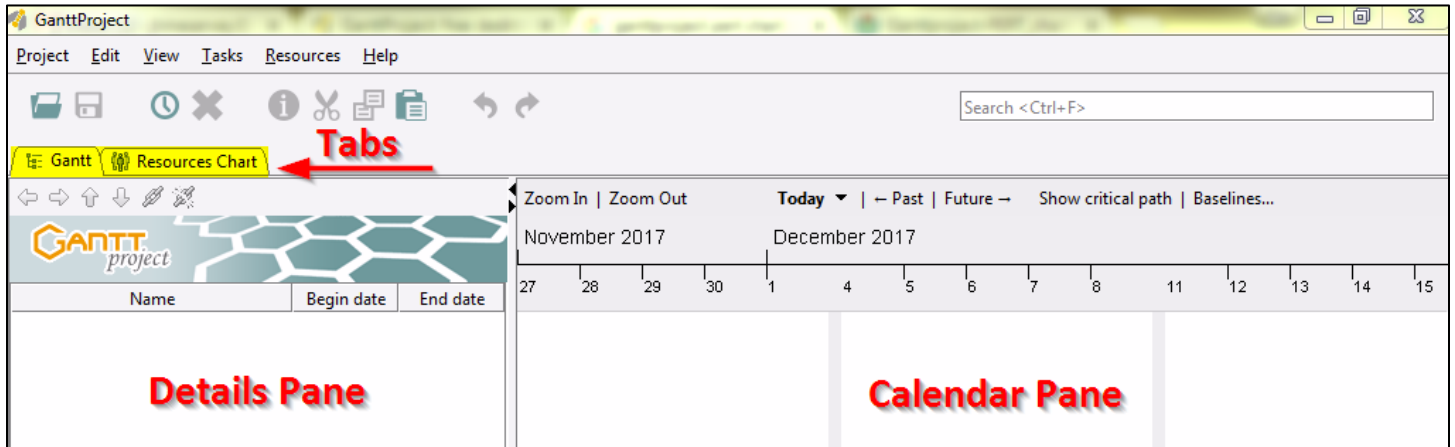


FIGURE 1

Details Pane

The **Details** pane (See Figure 1) displays details about each item on the tab in a list format. Click each item to expand and view more information.

Calendar Pane

The **Calendar** pane (See Figure 1) displays a timeline view of the items on the tab.

Gantt Tab

The **Gantt** tab (Figure 2) includes tasks and milestones. The **Calendar** pane of the **Gantt** tab displays a running Gantt chart of the project.

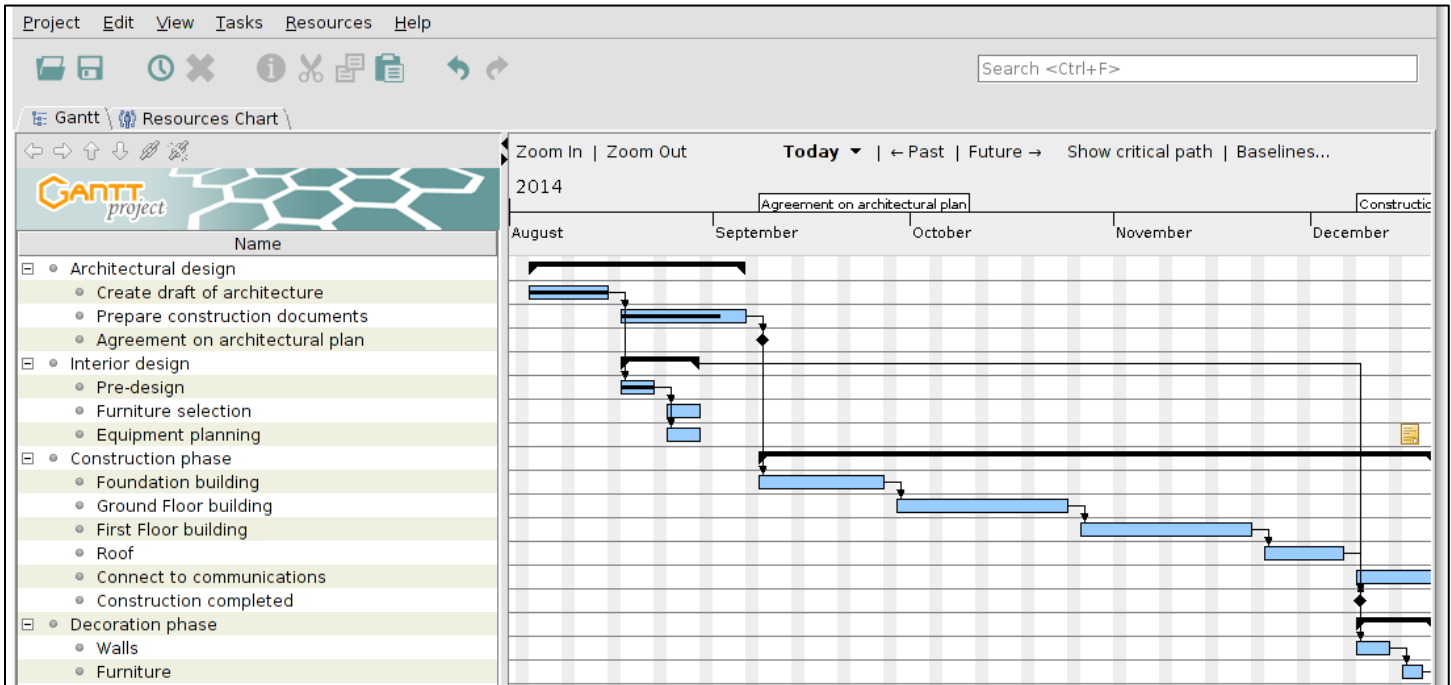


FIGURE 2

Resources Chart Tab

The **Resources Chart** tab (Figure 3) includes human resources and their assigned roles.

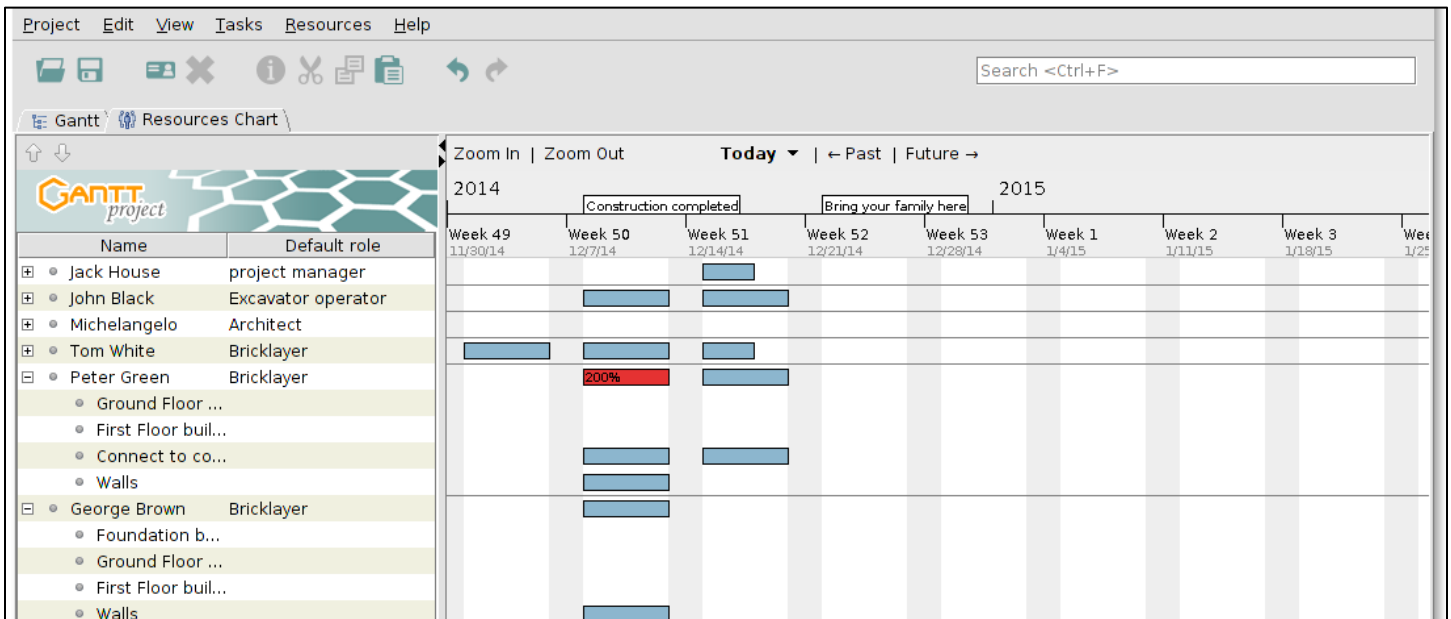


FIGURE 3

PERT Chart Tab

The optional **PERT Chart** tab (Figure 4) creates a read-only PERT chart of the project. To view the **PERT Chart** tab, click **View** and select **PERT Chart**.

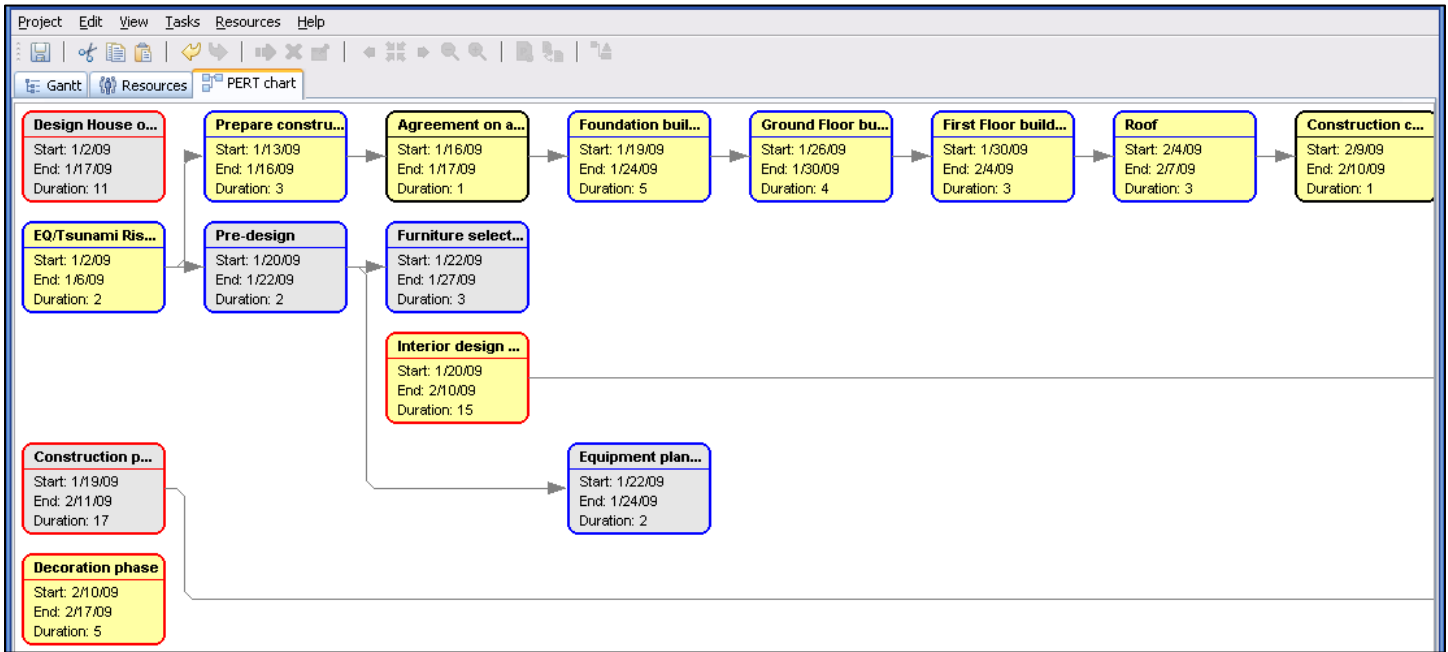


FIGURE 4

CHAPTER 3: CREATING A PROJECT

Starting a New Project

When you open GanttProject, a new project is automatically created. To create another new project, follow the steps below.

1. Click **Project** and select **New**.
2. In the **Create new project** dialog box, enter a name for your project. You can also enter your organization name, website, and a description of the project.
3. Click **Next**.
4. Select either the **Default** or **Software Development** role sets and click **Next**.

Configuring Weekends and Holidays

Select the options for weekends and holidays.

- **Choose weekend:** Select which days of the week should be considered weekends.
- **On weekends:** Select whether tasks should be run on weekends.
- **Holiday calendar:** Select a regional holiday calendar.
- **One-off/Recurring:** Create custom one-off and recurring holidays.

Creating Custom Holidays

Follow the steps below to create custom holidays.

1. In the **Configure weekends and public holidays** dialog box, click either the **One-off** or **Recurring** tab.
2. Click **Add**.
3. Enter the date of the holiday in the **Dates** column and press **Enter**. To select the date from a calendar, click the drop-down arrow.
NOTE: Acceptable date formats are *Dec 11, 2017* and *12/11/17*.
4. Enter a description of the holiday in the **Summary** column and press **Enter**.
5. In the **Type** column, select whether the date will be a holiday, working day, or neutral.
6. Select a color for the holiday by clicking **Choose** in the **Color** column.
7. Click **OK**.

Working with Roles and Resources

Resources refer to human resources or people working on the project. Roles are the functions each resource performs as part of the project.

Creating Roles

Follow the steps below to create roles for your resources.

1. Click **Project** and select **Properties**.
2. Click **Resource roles**.
3. Click **Add**.
4. Enter the role name and press **Enter**.
5. Repeat steps 3 and 4 to add more roles.
6. Click **OK**.

Adding Resources

Follow the steps below to add resources to your project.

1. Click **Resource** and select **New Resource**.
2. Enter the name and contact information for the resource.
3. Select the Default role for the resource. The roles you created will appear in the drop-down menu.
4. Enter the **Standard rate** for the resource.
5. Click the **Days off** tab to add upcoming days off for the resource.
6. Click the **Custom Columns** tab to add columns that will only appear for this resource.

Creating Custom Columns

Follow the steps below to create custom columns for a resource.


1. On the **Custom Columns** tab of the **Resources** dialog box, click **Manage columns**.
2. In the **Custom Fields Manager** dialog box, click **Add**.
3. Enter a name for the column and press **Enter**.
4. Select the **Column type** from the drop-down menu.
5. To create a **Default value**, select **Enable**, then enter the value.
6. Click **OK**.

Working with Tasks

Tasks are items that need to be completed by each resource by a certain point on the timeline.



Creating a Task

Follow the steps below to create a task.

1. Click **Task** and select **New Task**.
2. Enter a name for the task and press **Enter**.
3. Right-click on the task and select **Task Properties**.
4. If this task is a milestone of a larger project, check the **Milestone** box.
5. Enter the **Begin date** and **Duration** (in days) for your task. By default, the **End date** will be automatically calculated. To change the automatic calculations, click **in this dialog** and select either **Start date is calculated** or **Duration is calculated**.
NOTE: These options are not available when **Milestone** is checked.
6. To enter an **Earliest begin** date, check the box and either enter a date or click **Copy begin date**.
7. Select the **Priority** from the drop-down menu.
8. If some progress has already been completed on the task, enter the **Progress** percentage.
9. To make this task appear on the timeline, check **Show in timeline**.
10. Select a style for the task from the **Shape** drop-down menu.
11. To change the color of the task, click **Choose**.
12. To link the task to a URL, enter it in the **Web Link** field, or click the globe button  to select a saved webpage on your computer.
13. Click **OK**.

Creating a Subtask

To create a subtask, follow the steps for Creating a Task, then follow the steps below.

1. In the **Details** pane of the **Gantt** tab, make sure the task is below the task of which you would like it to be a subtask. To move a task, select it and click the up or down arrow button. 
2. Click the right arrow button  to indent the task and make it a subtask.

Adding a Predecessor


A predecessor is a task that must be completed before another task can be completed. Follow the steps below to add a predecessor to a task.

1. Right-click the task and select **Task Properties**.
2. Click the **Predecessors** tab.
3. Click **Add**.
4. In the **Task name** column, select a task from the drop-down menu.
5. In the **Type** column, select the predecessor type from the drop-down menu. The types are as follows:
 - **Finish-Start** The predecessor must be finished before the task can be started.
 - **Finish-Finish:** The predecessor must be finished before the task can be finished.
 - **Start-Finish:** The predecessor must be started before the task can be finished.
 - **Start-Start:** The predecessor must be started before the task can be started.
6. In the **Delay** column, you can enter a delay (in days) before the task can start/finish.
7. In the **Link hardness** column, select the hardness from the drop-down menu. The hardness options are as follows:
 - **Rubber:** The dates for the successor task remain the same even if the dates for the predecessor task are changed.
 - **Strong:** If the dates for the predecessor task are changed, the dates for the successor task will update to reflect the change.
8. Click **OK**.

Linking Tasks

Linking tasks automatically creates a Finish-Start predecessor dependency between tasks. By default, the hardness for linked tasks is rubber. See **Gantt Chart Settings** for information about changing the default link hardness.

Follow the steps below to link tasks.

1. In the **Details** pane of the **Gantt** tab, select the tasks you would like to link. To select multiple tasks at once, hold **Shift** while clicking.
2. Click the chain link button  to link the tasks.

Assigning a Task

Tasks can be assigned to specific resources who must complete the task by a set point on the timeline. Follow the steps below to assign a task to a resource.

1. Right-click the task and select **Task Properties**.
2. Click the **Resources** tab.
3. Click **Add**.
4. In the **Resource Name** column, select the resource from the drop-down menu.
5. In the **Unit** column, enter the percentage of the task that the resource must complete.
6. If the resource is the task coordinator, check the box in the **Coordinator** column.
7. In the **Role** column, select the resource's role from the drop-down menu.
8. By default, the **Task cost** will be automatically calculated based on the resource's rate. To enter a custom cost, click **Set explicitly** and enter an amount.
9. Click **OK**.

Deleting a Task

Follow the steps below to delete a task.

1. In the **Details** pane of the **Gantt** tab, right-click the task and click **Delete Task**.
2. Click **Yes** on the **Question** dialog box.

NOTE: Deleting a task automatically deletes its subtasks.

CHAPTER 4: SAVING AND PRINTING


Saving a Project

A new project may be saved on your computer's hard drive or on a web server.

Saving to Your Computer

Follow the steps below to save a new project to your computer.


1. Click **Project** and select **Save As**.
2. Browse to the folder where you would like to save your project.
3. Enter a **File Name** for your project.
4. Click **Save**.

After initially saving your project, you can click the disk icon  to automatically save it to the same folder.

Saving to a Web Server

Follow the steps below to save a new project to a web server.

1. Click **Project** and select **Web Server > Save to a server**.
2. Click **Configure servers**.
3. Click **Add**.
4. Enter the server name and press **Enter**.
5. Enter the server **URL**, your **Username**, and your **Password**.
6. To save the password so you don't have to re-enter it every time you save, check **Save password**.
7. To lock the server after a specified period of time, enter the time in minutes under **Lock timeout**.
8. To release the lock when you close the project, check **Release lock on project closing**.
9. Click **Close**.
10. Select the server name from the **Web Server** drop-down menu.
11. To save your project to a specific folder on the server, enter the folder location under **File path on web server** or use the navigation buttons to browse to the folder.
12. Click **Save**.

After initially saving your project, you can click the disk icon  to automatically save it to the same folder on the server.

Recovering a Project

If a sudden interruption causes your project to close before you can save it, you can use the **Recover** option to recover an automatically saved version of your project. Follow the steps below to recover a project.

1. Click **Help** and select **Recover**.
2. A popup displays the most recent unsaved project. To recover this project, click **Save**. To recover a different project, click **Skip** to select the next most recent project.
3. The **Schedule Report** displays changes made to the project. Click **Close** to exit.





Printing a Project

Follow the steps below to print a project.

1. Click **Project** and select **Print**.
2. Select the printer **Name** from the drop-down menu.
3. Enter the **Print Range** and **Number of copies**.
4. Click the **Page Setup** tab to adjust the **Media** (paper type), **Orientation**, and **Margins**.
5. Click the **Appearance** tab to adjust the **Color Appearance**, **Quality**, **Sides**, and **Job Attributes**.
6. Click **Print**.

Print Preview

Follow the steps below to preview your project before printing it.

1. Click **Project** and select **Print Preview**.
2. To adjust the width of the chart, click the **Narrow chart** and **Widen chart** buttons.
3. To print the whole project, click **Whole project**.
4. Use the portrait  and landscape  buttons to change the orientation.
5. To zoom in or out, select the percentage from the **Zoom** drop-down menu.
6. To print a specific date range, enter the **Start date** and **End date**.
7. Select the paper type from the **Paper format** drop-down menu.
8. To print the project, click the printer button. 
9. To close the print preview without printing, click the X button. 

CHAPTER 5: ADJUSTING THE SETTINGS

The GanttProject **Settings** menu allows you to adjust the appearance of the tabs and panes in the workspace. To open the **Settings** menu, click **Edit** and select **Settings**.

Application UI Settings

Adjust these settings to change the appearance of the GanttProject workspace.

- **Appearance:** Change the colors and style of the workspace.
- **Application font:** Adjust the style and size of the menu font.
- **Base Chart font:** Adjust the style and size of the font used in the charts.
- **Language:** Change the application language.
- **Use date format:** Select the default date format or create a custom format.
- **Logo file:** Select an image file to use as the project logo.
- **GanttProject news and updates:** Select to receive GanttProject news and updates daily.

Gantt Chart Settings

Adjust these settings to change the appearance and options for the Gantt Chart tab.

Defaults

Adjust the task appearance options.

- **Task name prefix:** Adds a prefix to the name of each task. The default prefix is “task.”
EXAMPLE: *task_1*
- **Name pattern for task copies:** Sets the conventions for task names.
- **Task color:** The color in which tasks will appear on the Gantt Chart.
- **Link hardness:** Sets the default dependency options for task links. See Adding a Predecessor for more information.

Grid Details

Change the appearance of the grid.

- **Show today as red line:** Select to display a red line to represent today's date.
- **Project start/end dates:** Select to display the start and end dates for the project on the Gantt chart.
- **Weekend rendering style:** Changes the way weekend days are displayed on the Gantt chart.

Timeline Labels

Select whether or not to show all milestones.

Task Details

Select which task details to display and their placement on the Gantt chart.

Resources Chart Settings

Adjust these settings to change the appearance of the Resources Chart tab.

Resource Colors

Select which colors to display for different resource statuses.

- **Resources:** The standard color for all resources
- **Resources (overload):** The color displayed when a resource is overloaded
- **Resources (underload):** The color displayed when a resource is underloaded
- **Days off:** The color displayed on days when a resource has the day off

FTP Settings

Enter these settings if you would like to publish your project to an FTP server. Follow the steps below to set up the FTP server. See [Exporting a Project](#) for more information on publishing a project to an FTP server.

1. Enter the **Server URL**, your **Username** and **Password**, and the **Directory** to which you would like to publish your project.
2. To test your FTP settings, click **Test the FTP connection**.
3. Click **OK**.

CSV Export Settings

Adjust these settings before exporting your project to a CSV file (see Click Configure servers.

Click Add.

Enter the server name and press Enter.

Enter the server **URL**, your **Username**, and your **Password**.

1. To save the password so you don't have to re-enter it every time you save, check **Save password**.
2. To lock the server after a specified period of time, enter the time in minutes under **Lock timeout**.
3. To release the lock when you close the project, check **Release lock on project closing**.
4. Click **Close**.
5. Select the server name from the **Web Server** drop-down menu.
6. Enter the file location under **File path on web server** or use the navigation buttons to browse to the file.
7. Click **Open**.

Exporting a Project for more information).

1. Click **Configure servers**.
2. Click **Add**.
3. Enter the server name and press **Enter**.
4. Enter the server **URL**, your **Username**, and your **Password**.
5. To save the password so you don't have to re-enter it every time you save, check **Save password**.
6. To lock the server after a specified period of time, enter the time in minutes under **Lock timeout**.
7. To release the lock when you close the project, check **Release lock on project closing**.
8. Click **Close**.
9. Select the server name from the **Web Server** drop-down menu.
10. Enter the file location under **File path on web server** or use the navigation buttons to browse to the file.
11. Click **Open**.

WebDAV Server Settings

Adjust these settings to save your project to a web server. See Saving to a Web Server and Importing from a Web Server for more information.

CHAPTER 6: IMPORTING AND EXPORTING

Importing a Project

Existing GanttProject files and files from other applications can be imported into GanttProject from your computer or a web server.

Compatible File Types

The following types of files are compatible with GanttProject:

- GanttProject (GAN or XML) files
- iCalendar files
- Microsoft Project files
- Text (TXT) files
- Comma-Separated-Values (CSV) files

Importing from Your Computer

Follow the steps below to import a file from your computer.

1. Click **Project** and select **Import**.
2. Select the type of file you would like to import and click **Next**.
3. Click **Browse** to select the file on your computer.
4. If import options are required, see **Import Options** below; otherwise, click **OK**.

Import Options

If the selected file type requires import options, follow the steps below.

1. Choose how duplicated resources should be handled by selecting an option from the **Merge duplicated resources** drop-down menu. The options are as follows:
 - **No**: Don't merge duplicated resources.
 - **By ID**: Merge resources with the same ID.
 - **By email**: Merge resources with the same email.
 - **By name**: Merge resources with the same name.
2. Choose how the project calendar should be handled by selecting an option from the **Project calendar** drop-down menu. The options are as follows:
 - **Leave existing**: Keep the existing calendar as is.
 - **Replace existing**: Replace the existing calendar with the calendar from the imported file.
 - **Merge both**: Merge the existing calendar with the calendar from the imported file.
3. Click **OK**.

Importing from a Web Server

Follow the steps below to import a project from a web server.

8. Click **Project > Web Server > Open from a server.**
9. Click **Configure servers.**
10. Click **Add.**
11. Enter the server name and press **Enter.**
12. Enter the server **URL**, your **Username**, and your **Password.**
13. To save the password so you don't have to re-enter it every time you save, check **Save password.**
14. To lock the server after a specified period of time, enter the time in minutes under **Lock timeout.**
15. To release the lock when you close the project, check **Release lock on project closing.**
16. Click **Close.**
17. Select the server name from the **Web Server** drop-down menu.
18. Enter the file location under **File path on web server** or use the navigation buttons to browse to the file.
19. Click **Open.**

Exporting a Project

GanttProject files can be exported to different file types and saved on your computer and/or published to an FTP server.

Export File Types

Projects can be exported as the following file types:

- Microsoft Project files
- Raster image files
- Comma-Separated-Values (CSV) files
- HTML reports
- PDF reports

Exporting and Publishing

Follow the steps below to export your project to a file on your computer and/or publish it to an FTP server.

1. Click **Project** and select **Export**.
2. Select the type of file to which you would like to export your project.
3. Select the **File format** or **Theme** for your file (not required for CSV files).
4. Click **Next**.
5. Click **Browse** to select the location where you would like to save your file.
6. To publish your file to an FTP server, select **Yes** under **Publish files on FTP**.

NOTE: You must have configured the FTP Settings to publish to an FTP server. See [FTP Settings](#) for more information.

7. If more options are required, see Export Options below; otherwise, click **OK**.

Export Options

The export options required for each file type are as follows:

- **Microsoft Project file:** Select the file language from the drop-down menu.
- **Raster image file:** Select the export range by entering the **Start Date** and **End Date**.
- **PDF report:** Select the export range and formatting options for the PDF file.

CHAPTER 7: GETTING HELP

Support for GanttProject can be found through our Support Portal, documentation, and video tutorial.

Support Portal

The Support Portal is an online forum where GanttProject users can post questions and receive answers from other users. To access the Support Portal, visit help.ganttproject.biz.

Documentation

Some common questions users have about GanttProject are answered in our online documentation. To view the documentation, visit docs.ganttproject.biz.

Video Tutorial

This 15-minute video tutorial provides a comprehensive introduction to GanttProject:

<https://youtu.be/5rHCSa5ad34>

INDEX

- Assign, 13
- Calendar
 - Calendar pane, 6
 - Holiday calendar, 9
 - iCalendar files, 19
 - Project calendar, 19
- Columns, 10
- CSV files
 - Export Settings, 18
 - Exporting to, 20
 - Importing, 19
- Delete, 13
- Details pane, 6
- Documentation, 22
- Donate, 5
- Download, 5
- Duplicates, 19
- Export, 18, 20
- File types, 19
- Font, 16
- FTP, 17, 21
- Gantt tab, 7
- Grid, 17
- Help, 22
- Holidays, 9
 - Custom holidays, 9
- HTML, 20
- iCalendar, 19
- Import, 19
- Install, 5
- Language, 16
- Link, 12
- Link hardness, 12, 16
- Logo, 16
- Merge, 19
- Microsoft Project files
 - Export Options, 21
 - Exporting to, 20
 - Importing, 19
- New, 9
- News, 16
- PDF
 - Export Options, 21
 - Exporting to, 20
- PERT Chart tab, 8
- Predecessor, 12
- Print, 15
 - Print Preview, 15
- Project
 - Exporting a Project, 17, 18, 20
 - Importing a Project, 19
 - Printing a Project, 15
 - Recovering a Project, 15
 - Saving a Project, 14
 - Starting a New Project, 9
- Raster image files
 - Export Options, 21
 - Exporting to, 20
- Recover, 15
- Report, 20, 21
- Resources
 - Adding Resources, 10
 - Assigning Resources, 13
 - Creating Roles, 10
- Resources Chart
 - Resources Chart Settings, 17
 - Resources Chart tab, 7
- Roles, 10
- Rubber, 12
- Save, 14
- Server
 - FTP Settings, 17, 21
 - Importing** from a Web Server, 18, 20
 - Publish to an FTP server, 21
 - Saving to a Web Server, 14, 18
 - WebDAV Server Settings, 18
- Settings
 - Application UI Settings, 16
 - CSV Export Settings, 18
 - Defaults, 16
 - FTP Settings, 17, 21
 - Gantt Chart Settings, 16
 - Grid Details, 17
 - Resources Chart Settings, 17
 - Settings menu, 16
 - WebDAV Server Settings, 18
- Strong, 12
- Subtask, 11

- Support, 22
- Support Portal, 22
- Tasks, 11
 - Adding a Predecessor, 12
 - Assigning a Task, 13
 - Creating a Subtask, 11
 - Deleting a Task, 13
 - Linking Tasks, 12
 - New Task, 11
- Text files, 19

- Tutorial, 22
- Updates, 16
- Video, 22
- Web Server
 - Importing from a Web Server, 20
 - Saving to a Web Server, 14, 18
 - WebDAV Server Settings, 18
- Weekends, 9, 17
- Workspace, 6, 16