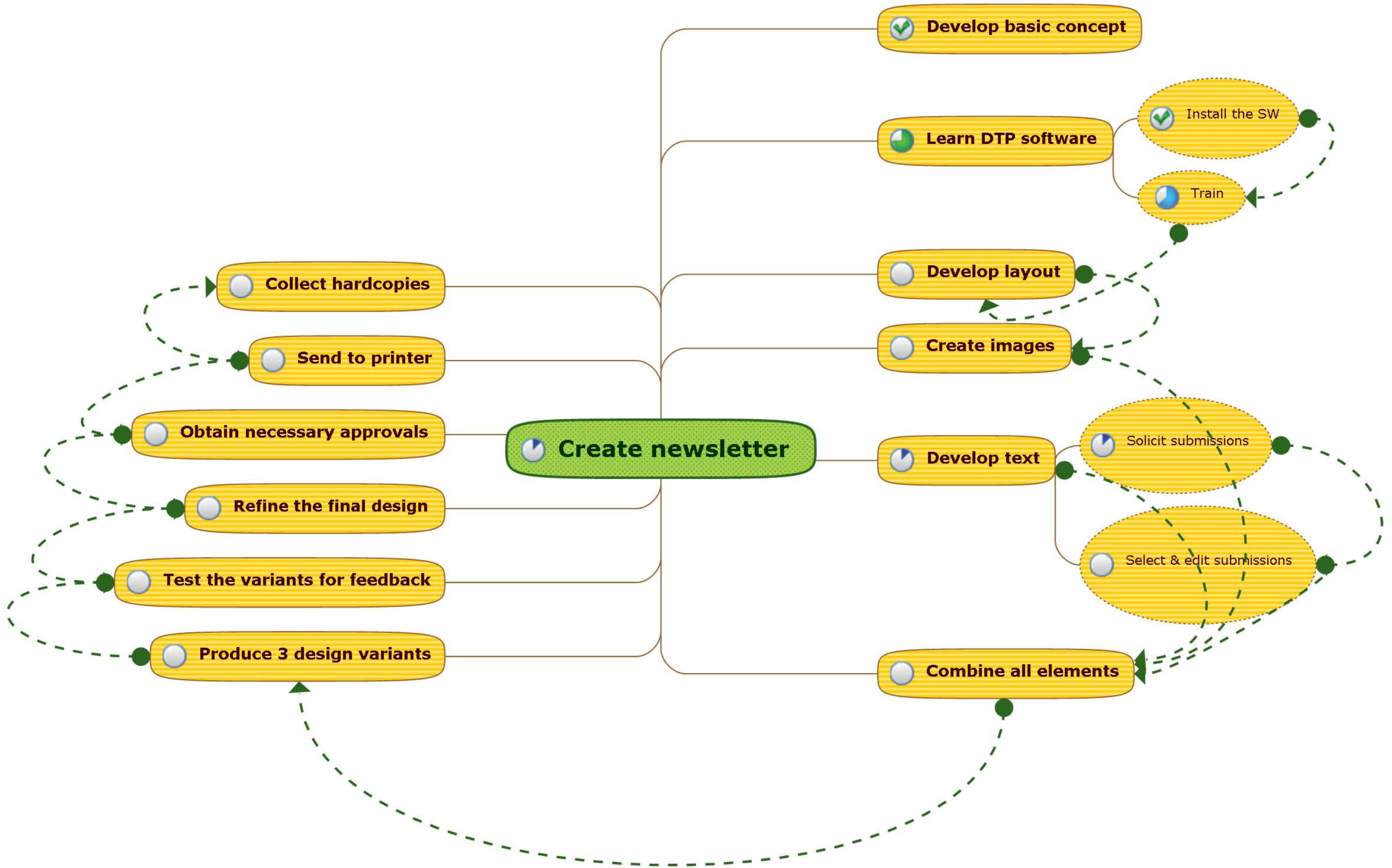


Sample : Gantt Chart : Create newsletter

#	Name	Duration	Start	Finish	Cost	February 2009												March 2009											
						18	21	24	27	30	02	05	08	11	14	17	20	23	26	01	04	07	10	13	16	19			
1	Develop basic concept	1.0 d	22/01/2009	22/01/2009	\$ 126.72	● Donna [33.0 %]; Ralph [33.0 %]; Sam [33.0 %]																							
2	Learn DTP software	6.0 d	23/01/2009	30/01/2009	\$ 784.00	[Progress bar]																							
3	Install the SW	1.0 d	23/01/2009	23/01/2009	\$ 144.00	● Donna																							
4	Train	5.0 d	26/01/2009	30/01/2009	\$ 640.00	[Link] → [Progress bar] Sam																							
5	Develop layout	2.0 d	02/02/2009	03/02/2009	\$ 256.00	[Link] → [Progress bar] Sam																							
6	Create images	3.0 d	04/02/2009	06/02/2009	\$ 336.00	[Link] → [Progress bar] Ralph																							
7	Develop text	10.0 d	26/01/2009	06/02/2009	\$ 1320.00	[Progress bar]																							
8	Solicit submissions	5.0 d	26/01/2009	30/01/2009	\$ 600.00	[Progress bar] Ralph [50.0 %]; Sam [50.0 %]																							
9	Select & edit submissions	5.0 d	02/02/2009	06/02/2009	\$ 720.00	[Link] → [Progress bar] Donna																							
10	Combine all elements	3.0 d	09/02/2009	11/02/2009	\$ 336.00	[Link] → [Progress bar] Ralph																							
11	Produce 3 design variants	2.0 d	12/02/2009	13/02/2009	\$ 256.00	[Link] → [Progress bar] Sam																							
12	Test the variants for	5.0 d	16/02/2009	20/02/2009	\$ 633.60	[Link] → [Progress bar] Donna [33.0 %]; Ralph [33.0 %]; Sam [33.0 %]																							
13	Refine the final design	1.0 d	23/02/2009	23/02/2009	\$ 128.00	[Link] → [Progress bar] Sam																							
14	Obtain necessary approvals	0.12 d	24/02/2009	24/02/2009	\$ 16.00	[Link] → [Progress bar] Sam																							
15	Send to printer	1.0 d	24/02/2009	25/02/2009	\$ 128.00	[Link] → [Progress bar] Sam																							
16	Collect hardcopies	0.38 d	02/03/2009	02/03/2009	\$ 42.00	[Link] → [Progress bar] Ralph																							

-  Phase
-  Deadline
-  Link
-  Task
-  Milestone

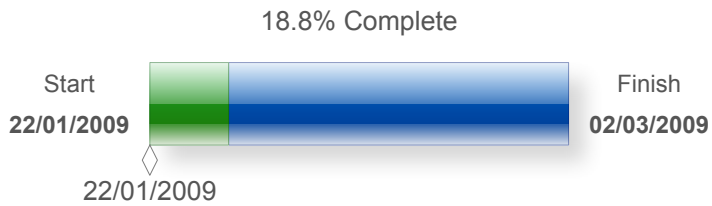


Create newsletter

Project Dashboard Report

Report Date: 22/01/2009

Project Progress



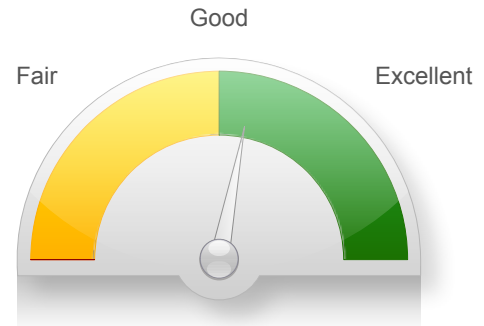
Tasks 18.8% complete

Time Finish 02/03/2009

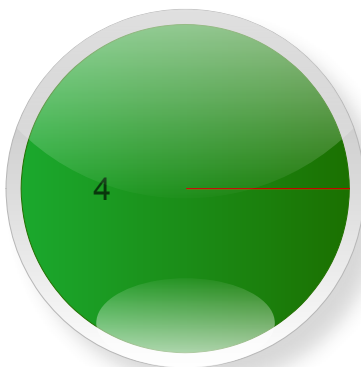
Forecast Finish 18.3% (7 Days) faster

Critical Path Finish 20/02/2009 19.1% faster

Project Status



Tasks Status Completion



Early Completion 4 tasks for 96 hours

On Time 0 tasks for 0 hours

Late 0 tasks for 0 hours

Tasks Status



Completed Tasks 2

Tasks in Progress 2

Not Started Tasks 10

Who Does What

Projects:

- Create newsletter

Resources:

- Donna; Ralph; Sam

Time period:

- 22/01/2009 - 02/03/2009

Create newsletter							
Donna							
#	Task Name	Units	Work	Actual	Remaining	Start	Finish
1	Develop basic concept	33.0 %	0.3 d	0.3 d	0.0 d	22/01/2009	22/01/2009
2	Install the SW	100.0 %	1.0 d	1.0 d	0.0 d	23/01/2009	23/01/2009
3	Test the variants for feedback	33.0 %	1.6 d	0.0 d	1.6 d	16/02/2009	20/02/2009
4	Select & edit submissions	100.0 %	5.0 d	0.0 d	5.0 d	02/02/2009	06/02/2009
Ralph							
#	Task Name	Units	Work	Actual	Remaining	Start	Finish
1	Develop basic concept	33.0 %	0.3 d	0.3 d	0.0 d	22/01/2009	22/01/2009
2	Collect hardcopies	100.0 %	0.4 d	0.0 d	0.4 d	02/03/2009	02/03/2009
3	Test the variants for feedback	33.0 %	1.6 d	0.0 d	1.6 d	16/02/2009	20/02/2009
4	Solicit submissions	50.0 %	2.5 d	0.5 d	2.0 d	26/01/2009	30/01/2009
5	Combine all elements	100.0 %	3.0 d	0.0 d	3.0 d	09/02/2009	11/02/2009
6	Create images	100.0 %	3.0 d	0.0 d	3.0 d	04/02/2009	06/02/2009
Sam							
#	Task Name	Units	Work	Actual	Remaining	Start	Finish
1	Develop basic concept	33.0 %	0.3 d	0.3 d	0.0 d	22/01/2009	22/01/2009
2	Obtain necessary approvals	100.0 %	0.1 d	0.0 d	0.1 d	24/02/2009	24/02/2009
3	Refine the final design	100.0 %	1.0 d	0.0 d	1.0 d	23/02/2009	23/02/2009
4	Send to printer	100.0 %	1.0 d	0.0 d	1.0 d	24/02/2009	25/02/2009
5	Train	100.0 %	5.0 d	3.5 d	1.5 d	26/01/2009	30/01/2009
6	Test the variants for feedback	33.0 %	1.6 d	0.0 d	1.6 d	16/02/2009	20/02/2009
7	Develop layout	100.0 %	2.0 d	0.0 d	2.0 d	02/02/2009	03/02/2009
8	Produce 3 design variants	100.0 %	2.0 d	0.0 d	2.0 d	12/02/2009	13/02/2009
9	Solicit submissions	50.0 %	2.5 d	0.5 d	2.0 d	26/01/2009	30/01/2009