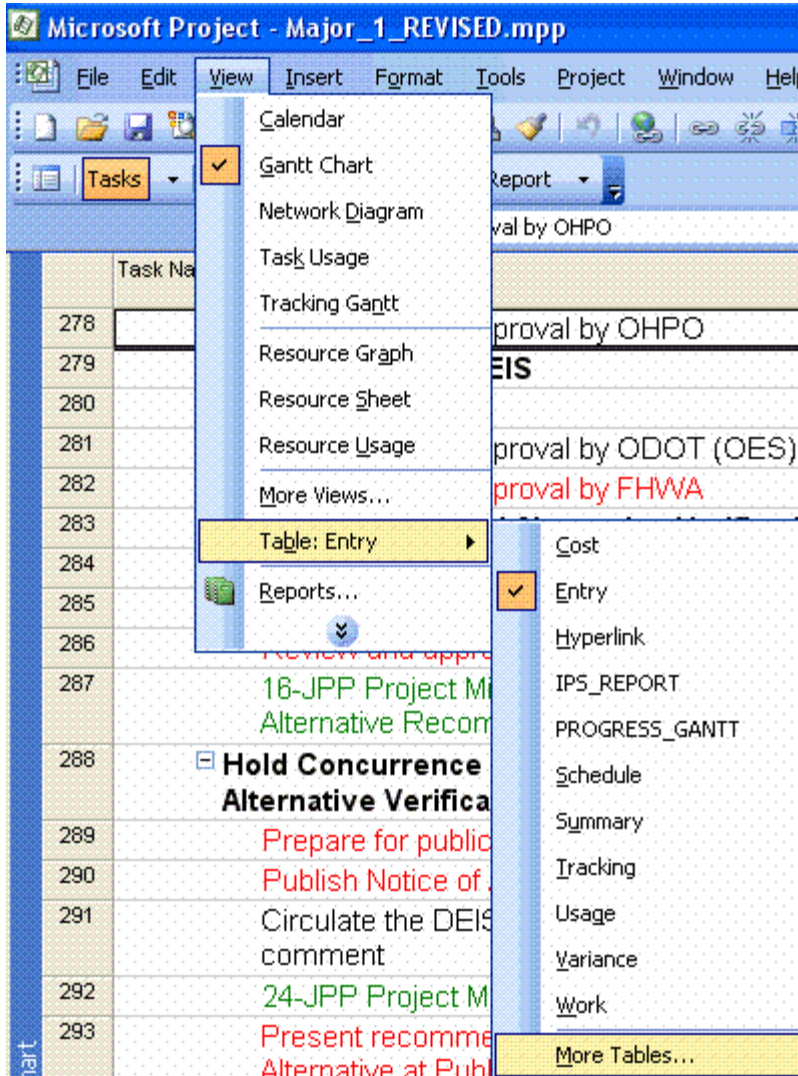
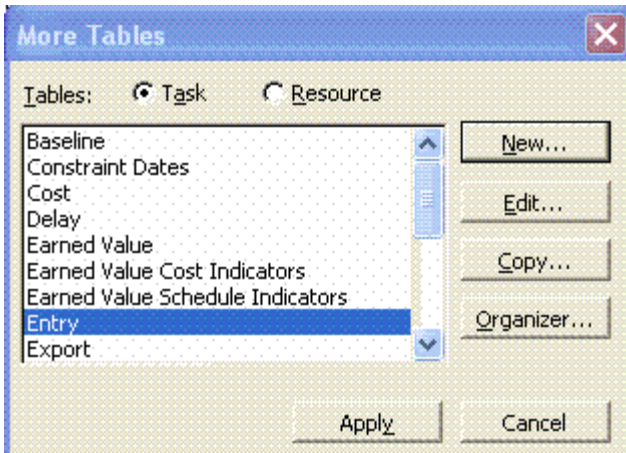


# INSTRUCTIONS TO CREATE PROGRESS GANTT CHART REPORT (PROGRESS\_GANTT)

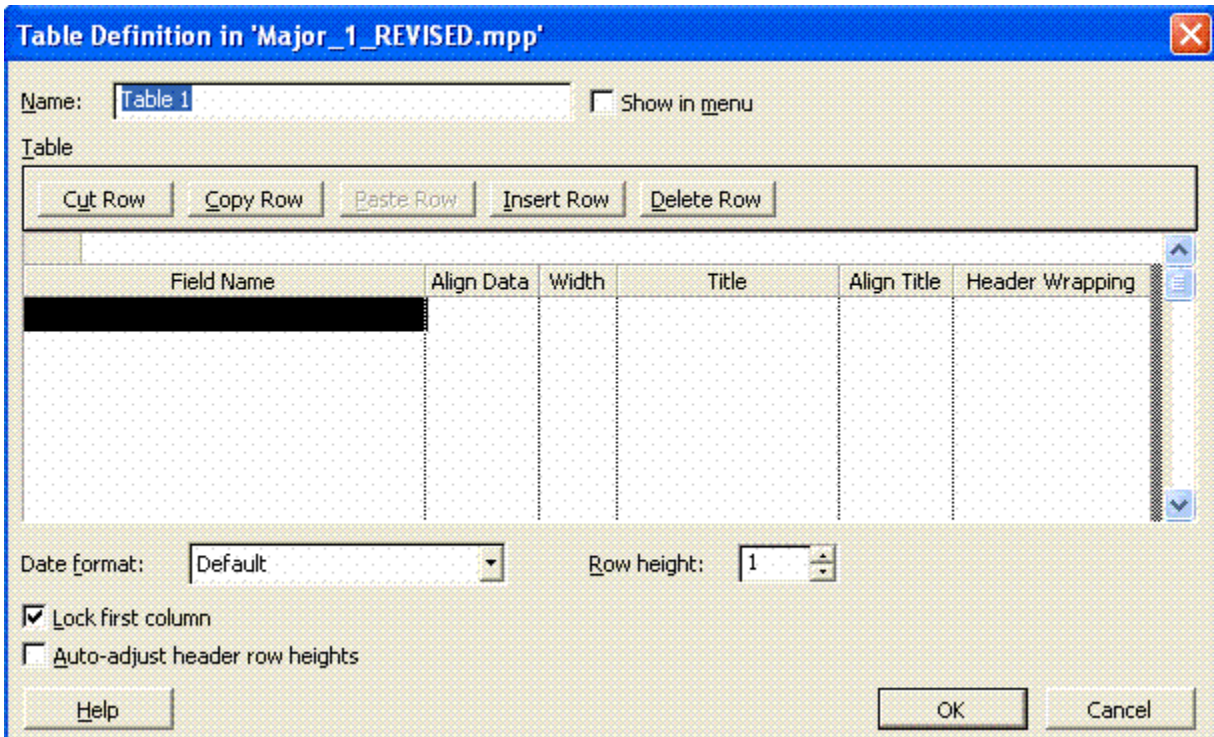
From the Gantt Chart top bar pull down menu, click on **View**, then on **Table: Entry** and then on **More Tables...** as shown below.



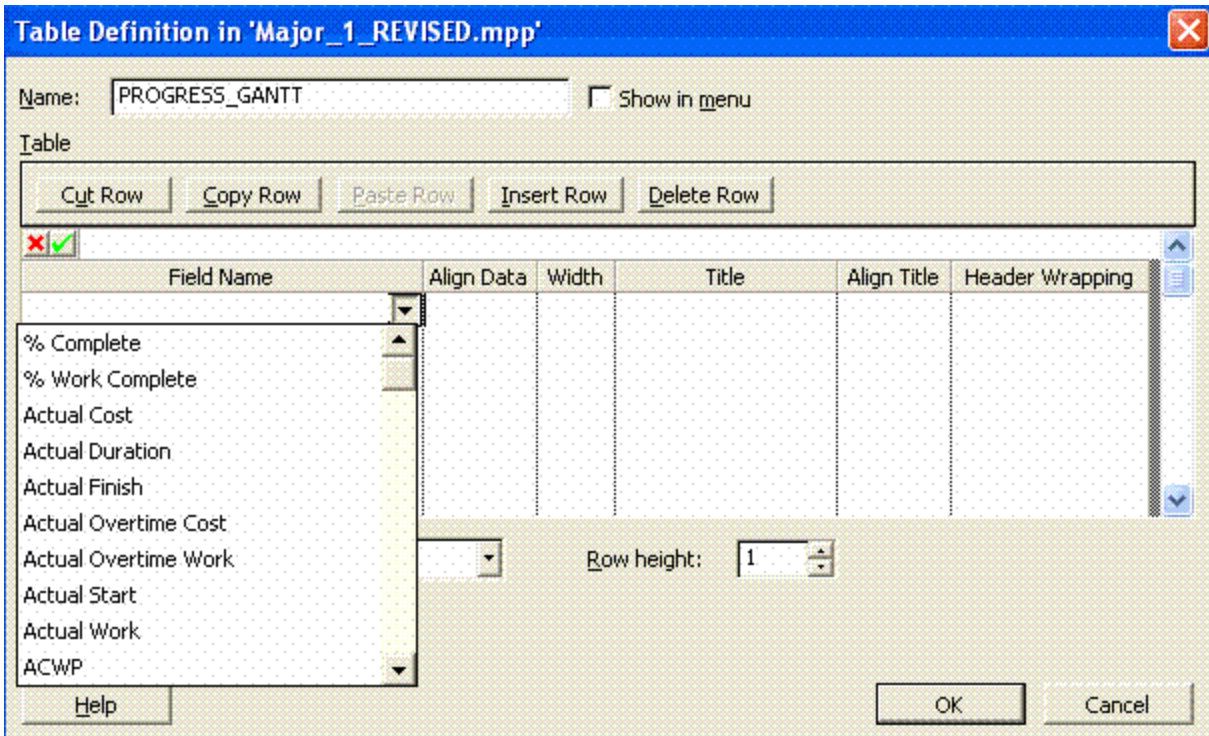
This will open the following window.



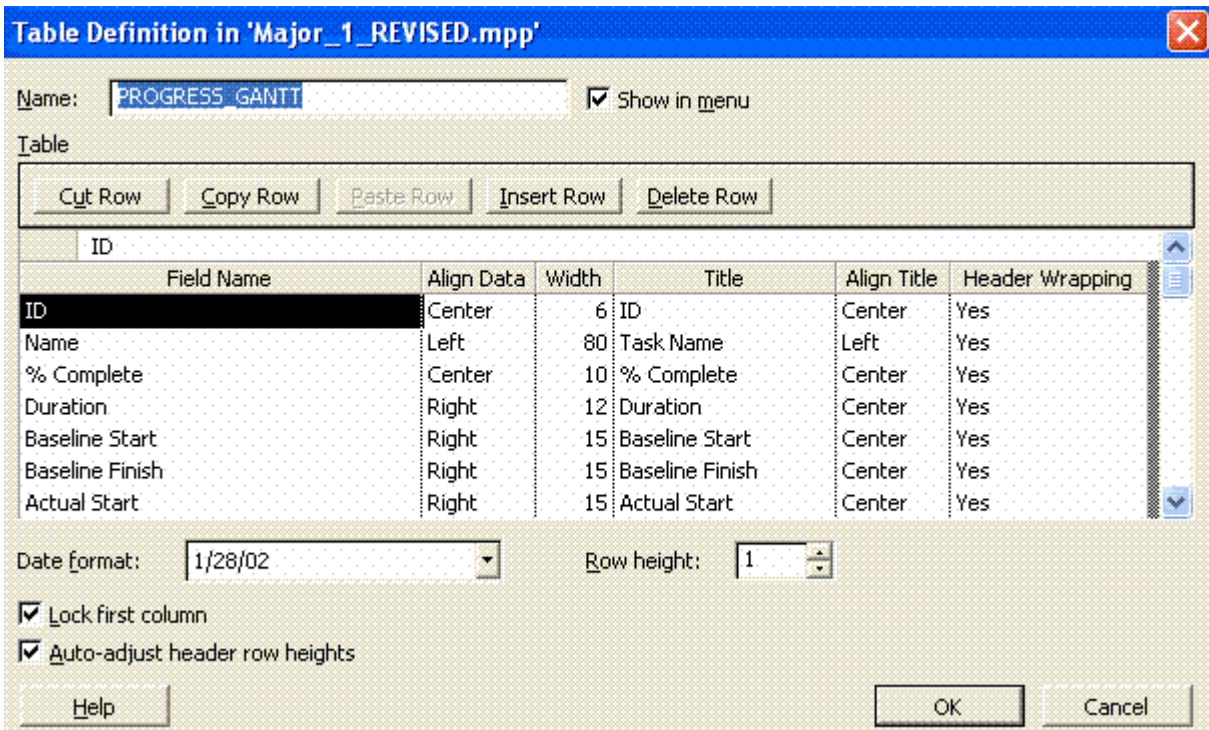
On this window above, first toggle on the **Task** button to create a task table and then click on **New**, which will open the following window for table definition.



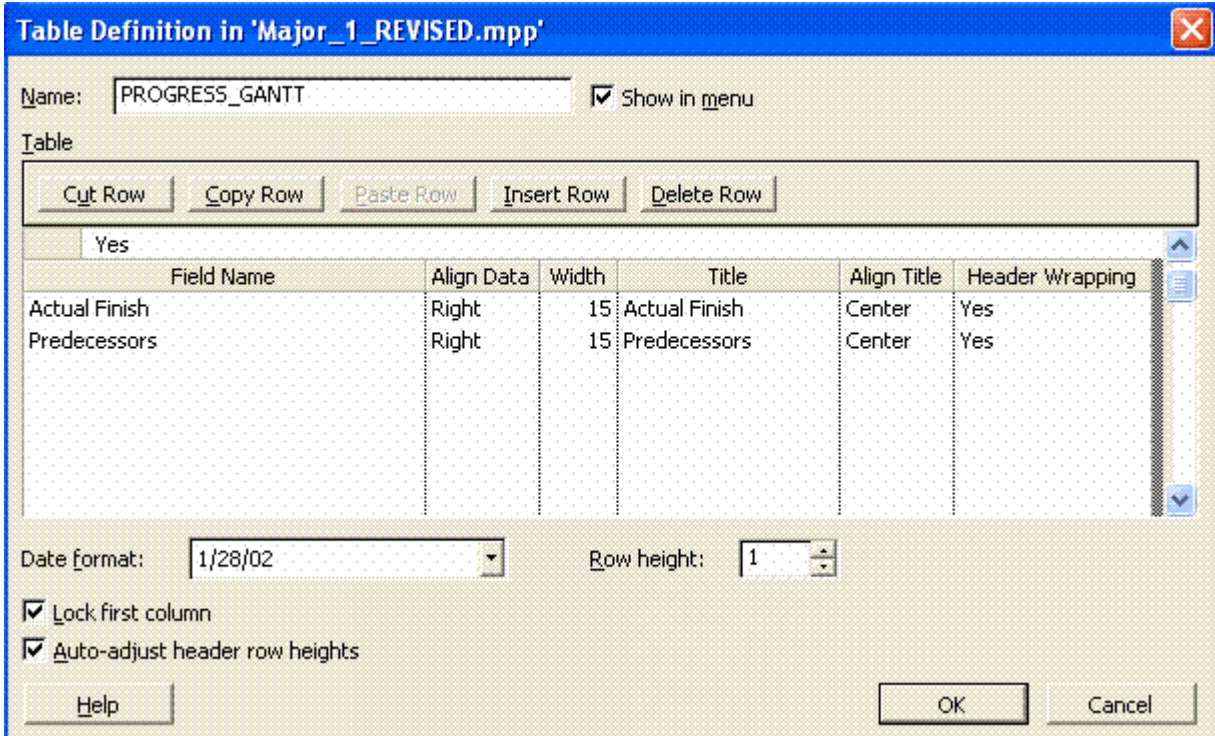
Toggle on **Show in menu** button. In the **Name** box, type a new name “PROGRESS\_GANTT” for the table. Select a **Field Name**, **Align Data**, **Width**, **Align Title** and **Header Wrapping** from the menu by clicking the tab located at right end of each column width as shown below. Type in text in the **Title** column corresponding to each **Field Name** item for the column heading.



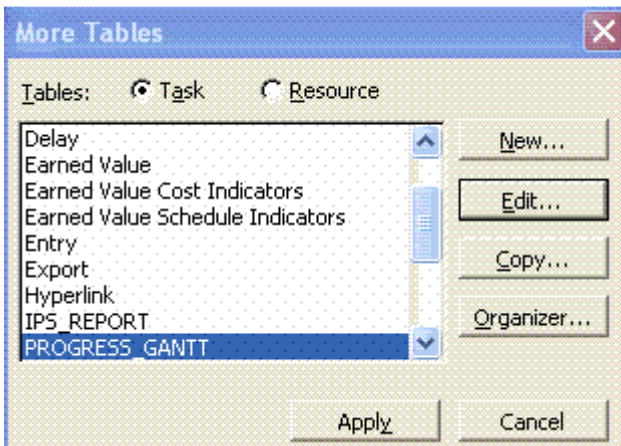
Fill out each column exactly as they are shown in the tables below. Make sure the desired **Date format** is picked from the pull down menu, the **Row height** is set to 1 and **Lock first column** and **Auto-adjust header row heights** buttons are checked on. In order to manipulate the table entries, use the buttons **Cut Row**, **Copy Row**, **Paste row**, **Insert Row** and **Delete Row** located above the data columns by selecting the desired row and then clicking the desired button.



The table below is Continuation of the table above with scroll down data.



After the table is completely filled, click **OK** on this window which will close the window. The **More Tables** window will now show the name of the newly created/defined table (the one we have just completed) in the list of table names. While it is highlighted in the table list, click on **Apply**.

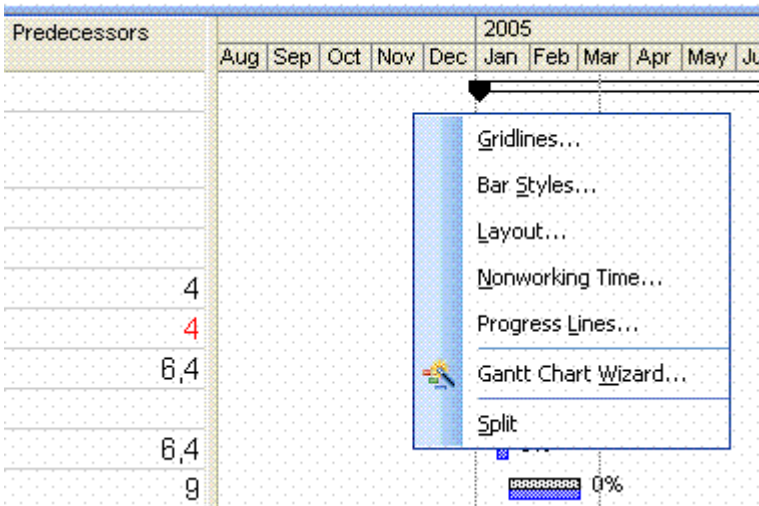


The Gantt Chart will appear detailing the columns and data that have been set up under PROGRESS\_GANTT table as shown below.

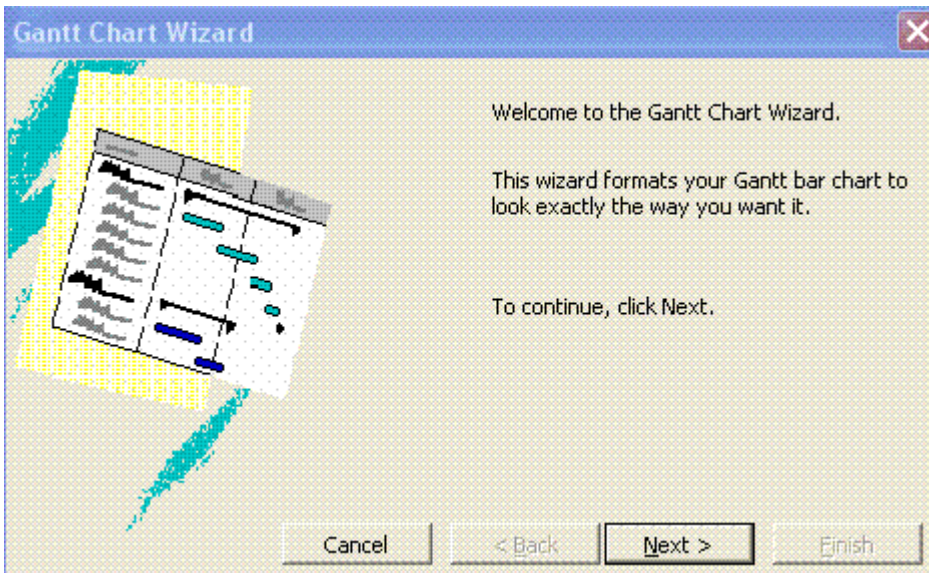
ID	Task Name	% Complete	Duration	Baseline Start	Baseline Finish	Actual Start	Actual Finish	Predecessors
1	Major Project	0%	1650 days	1/3/05	4/29/11	NA	NA	
2	Step 1- Work with Stakeholders to Understand Problems, Needs, and Goals	0%	42 days	1/3/05	3/1/05	NA	NA	
3	Define Study/Project Area	0%	32 days	1/3/05	2/15/05	NA	NA	
4	Define Study Area	0%	2 days	1/3/05	1/4/05	NA	NA	
5	Review and Approval by ODOT	0%	30 days	1/5/05	2/15/05	NA	NA	4
6	Identify documentation of existing issues	0%	5 days	1/5/05	1/11/05	NA	NA	4
7	Identify stakeholders	0%	5 days	1/12/05	1/18/05	NA	NA	6,4
8	Identify Environmental Justice Populations	0%	35 days	1/12/05	3/1/05	NA	NA	
9	Identify EJ Populations	0%	5 days	1/12/05	1/18/05	NA	NA	6,4
10	Review and Approval by ODOT	0%	30 days	1/19/05	3/1/05	NA	NA	9
11	Develop Public Involvement Plan	0%	40 days	1/5/05	3/1/05	NA	NA	
12	Draft the public involvement plan	0%	10 days	1/5/05	1/18/05	NA	NA	4
13	Review and approval by ODOT	0%	30 days	1/19/05	3/1/05	NA	NA	12
14	Involve Stakeholders and Public	0%	10 days	1/19/05	2/1/05	NA	NA	
15	Contact and involve ODOT stakeholders	0%	5 days	1/19/05	1/25/05	NA	NA	7
16	Contact and involve other stakeholders	0%	5 days	1/19/05	1/25/05	NA	NA	7
17	Contact and involve Environmental Justice Populations	0%	5 days	1/19/05	1/25/05	NA	NA	9
18	Develop stakeholder goals and measures of project success	0%	10 days	1/19/05	2/1/05	NA	NA	7,12

Instructions to set up the bar chart graphic view for the work progress Gantt Chart report (PROGRESS\_GANTT).

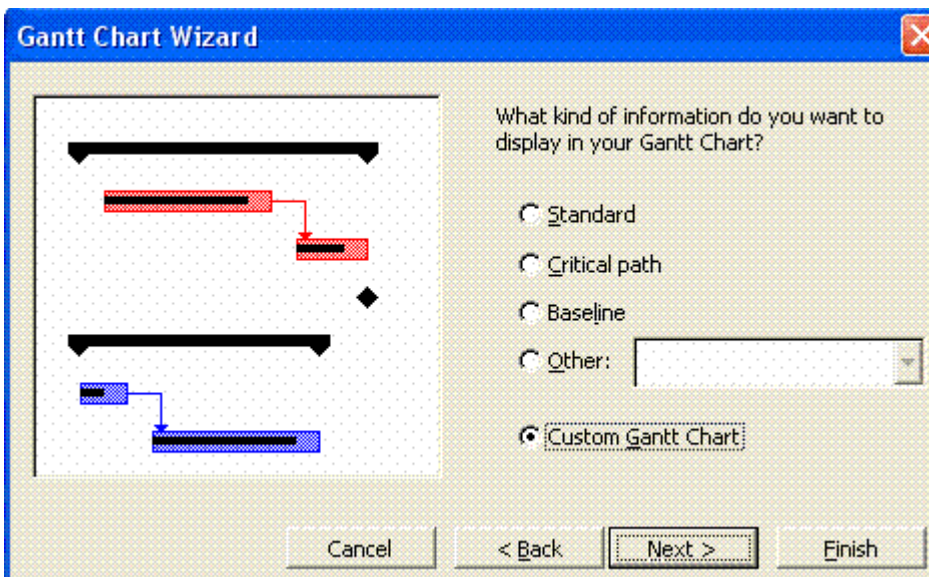
We will use the Gantt Chart Wizard to set up the bar chart graphic display. Move the cursor to anywhere on the bar chart area, right click the mouse button and click on **Gantt Chart Wizard...** tab as shown below.



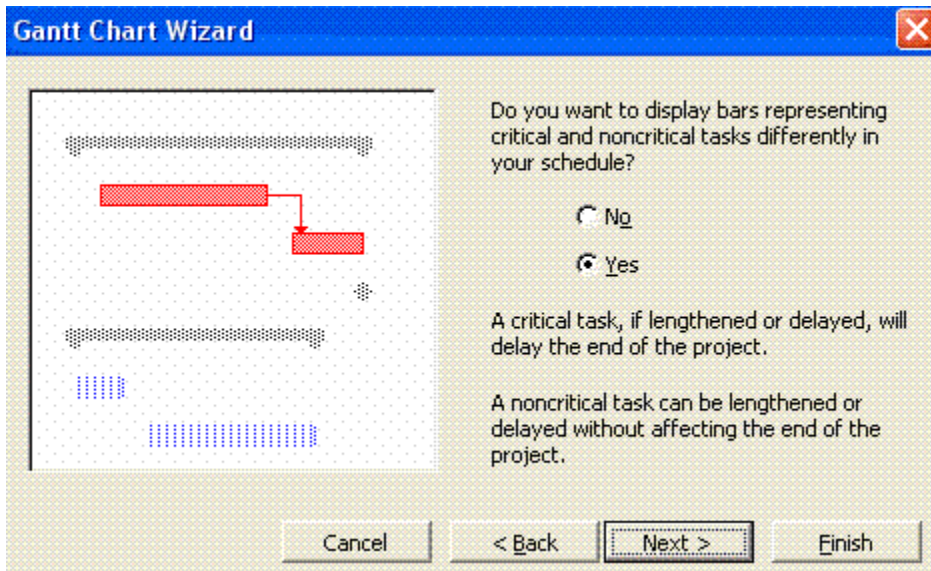
The following window will open.



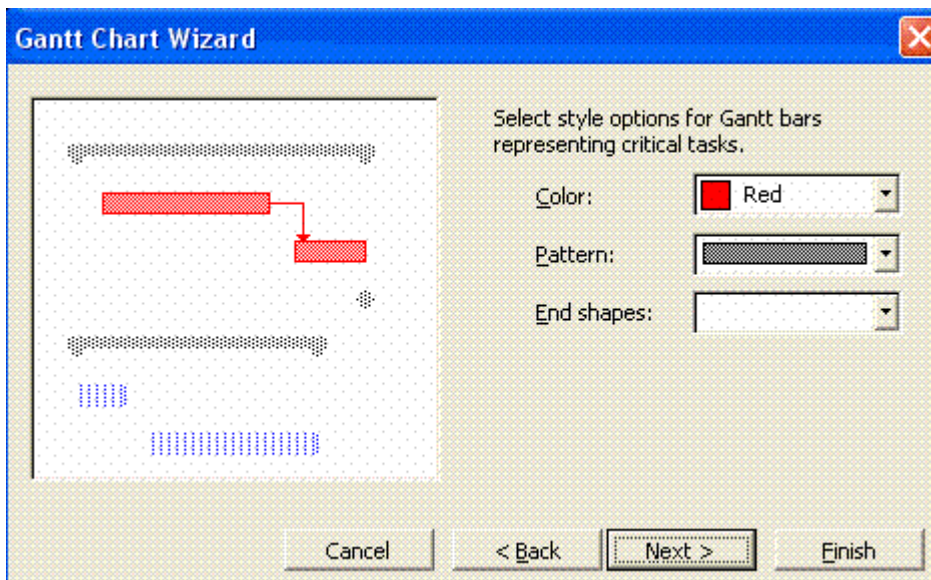
Click on **Next** button which will open the following window.



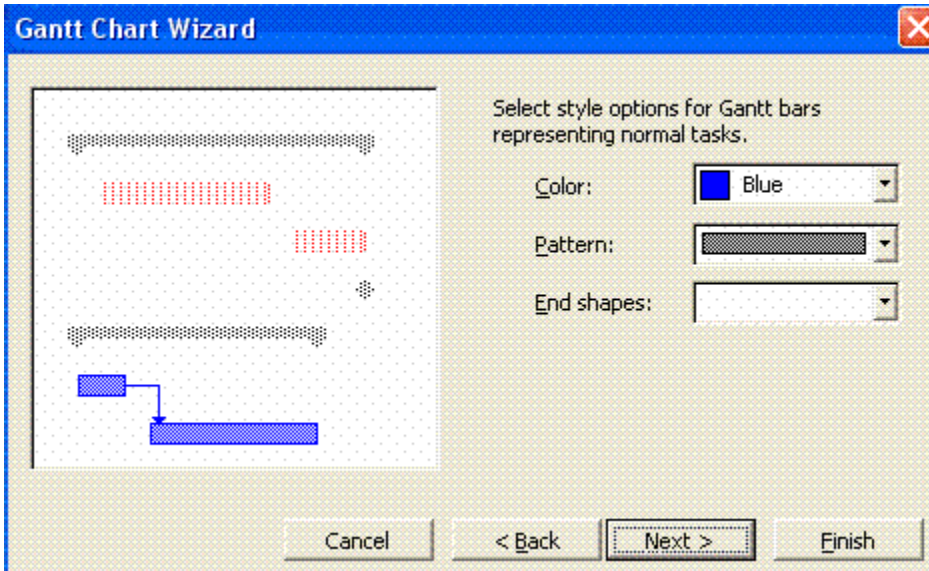
Toggle on **Custom Gantt Chart** button. Click on **Next** button which will open the following window.



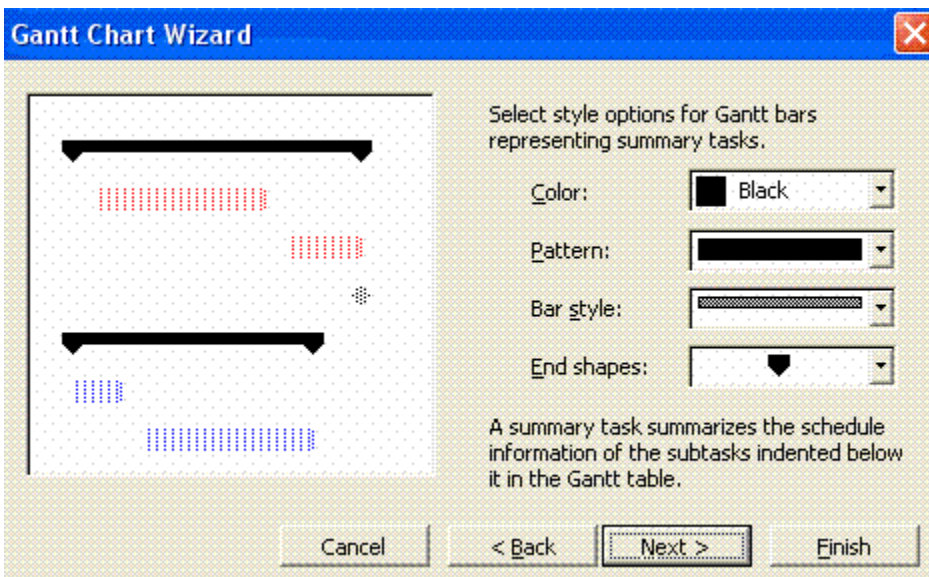
Toggle on **Yes** button. Click on **Next** button which will open the following window.



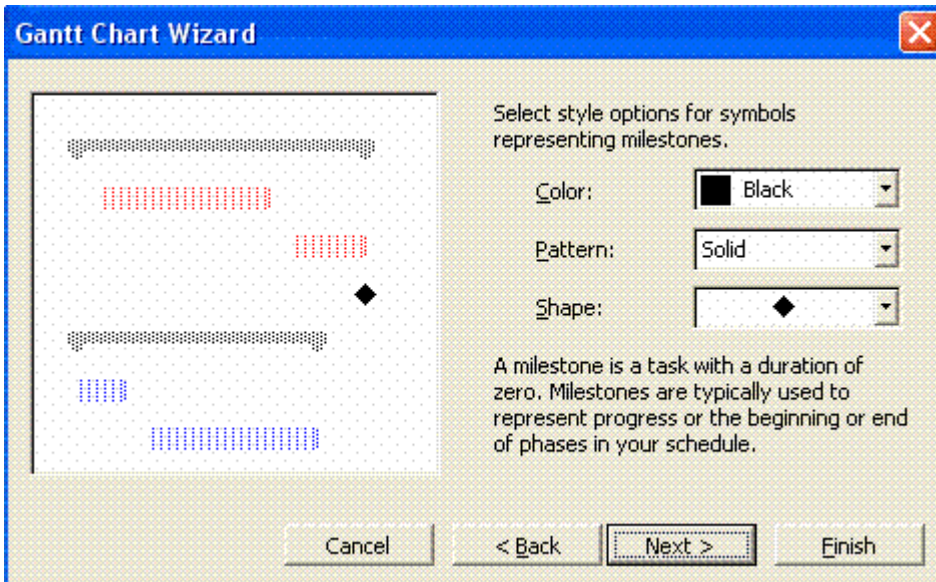
Fill in exactly as shown in this window. Click on **Next** button which will open the following window.



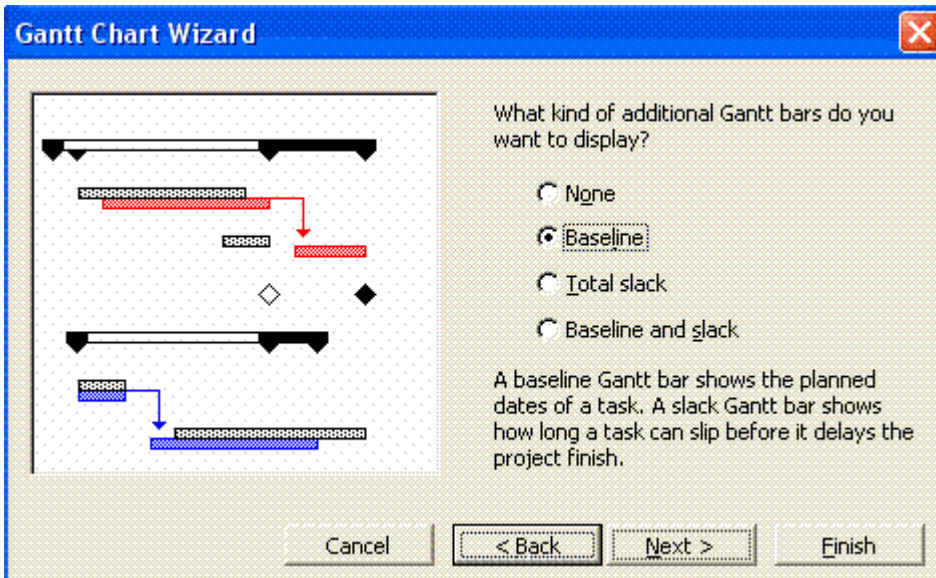
Fill in exactly as shown in this window. Click on **Next** button which will open the following window.



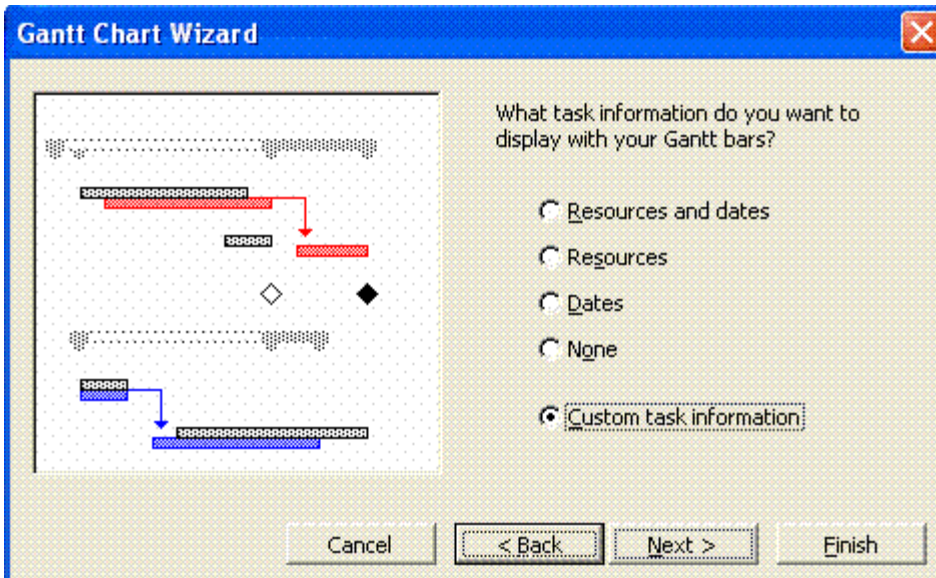
Fill in exactly as shown in this window. Click on **Next** button which will open the following window.



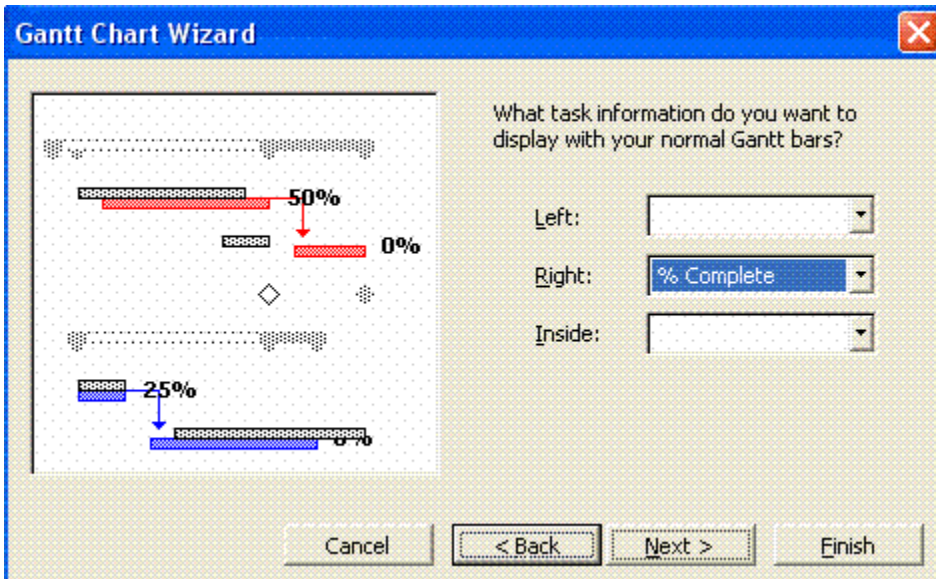
Fill in exactly as shown in this window. Click on **Next** button which will open the following window.



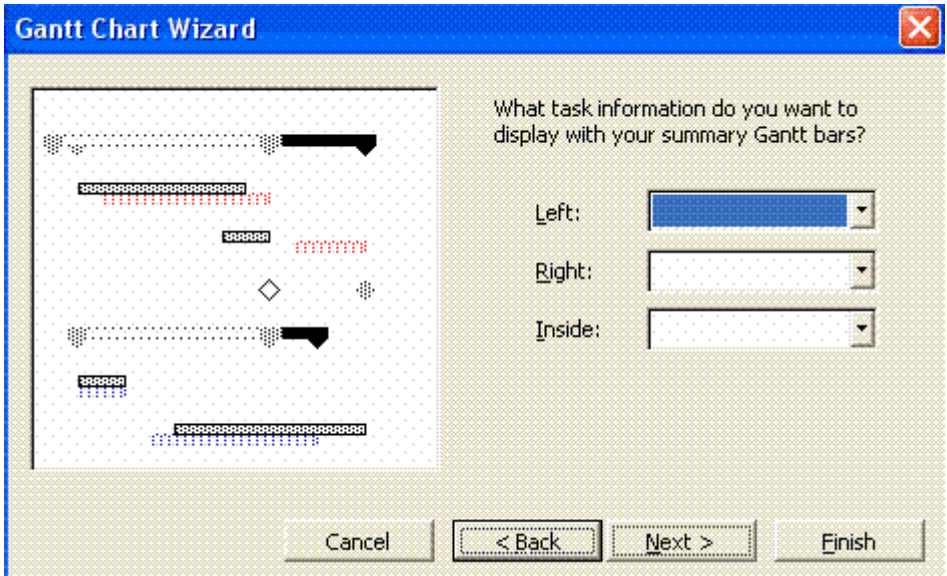
Toggle on **Baseline** button. Click on **Next** button which will open the following window.



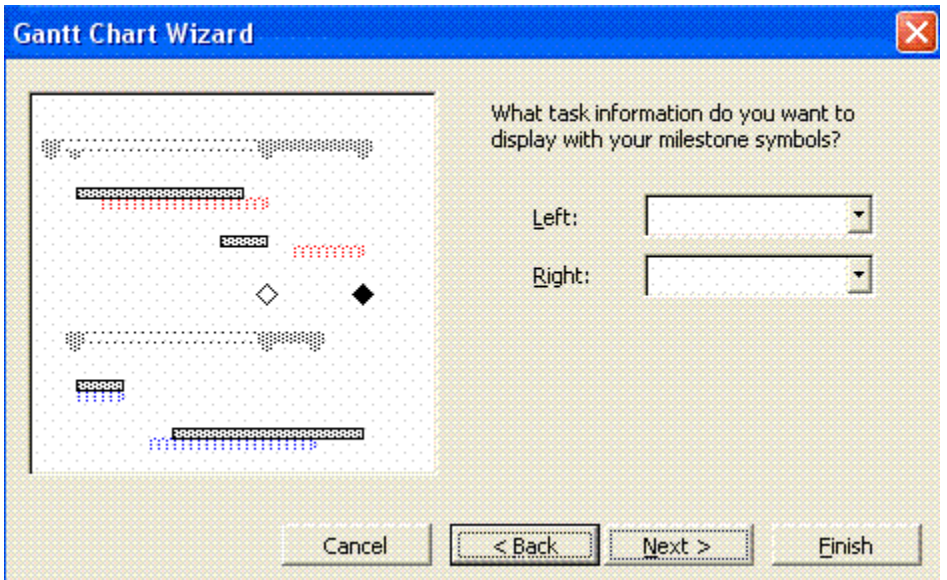
Toggle on **Custom task information** button. Click on **Next** button which will open the following window.



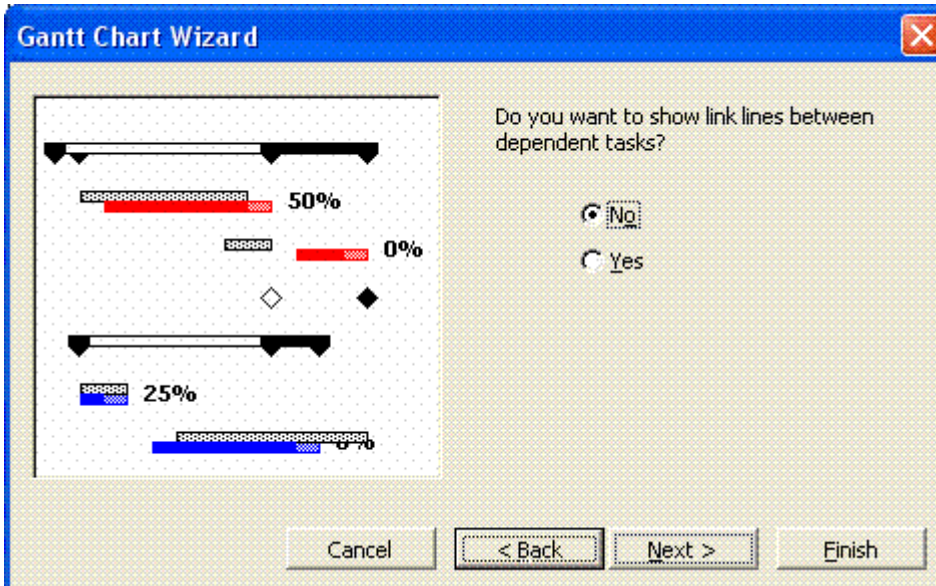
Fill in exactly as shown in this window. Click on **Next** button which will open the following window.



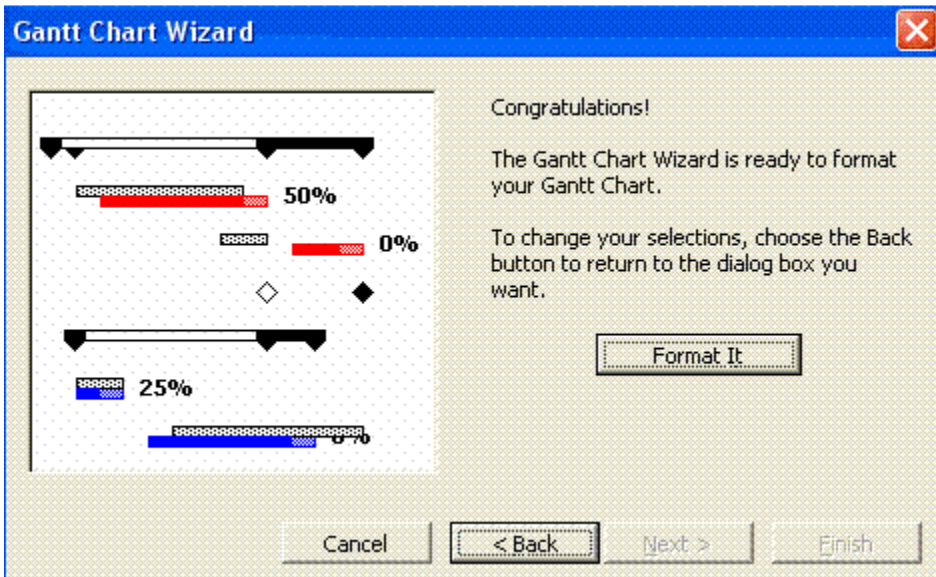
Leave blank as shown in this window. Click on **Next** button which will open the following window.



Leave blank as shown in this window. Click on **Next** button which will open the following window.



Toggle on **No** button as shown in this window. Click on **Next** button which will open the following window.

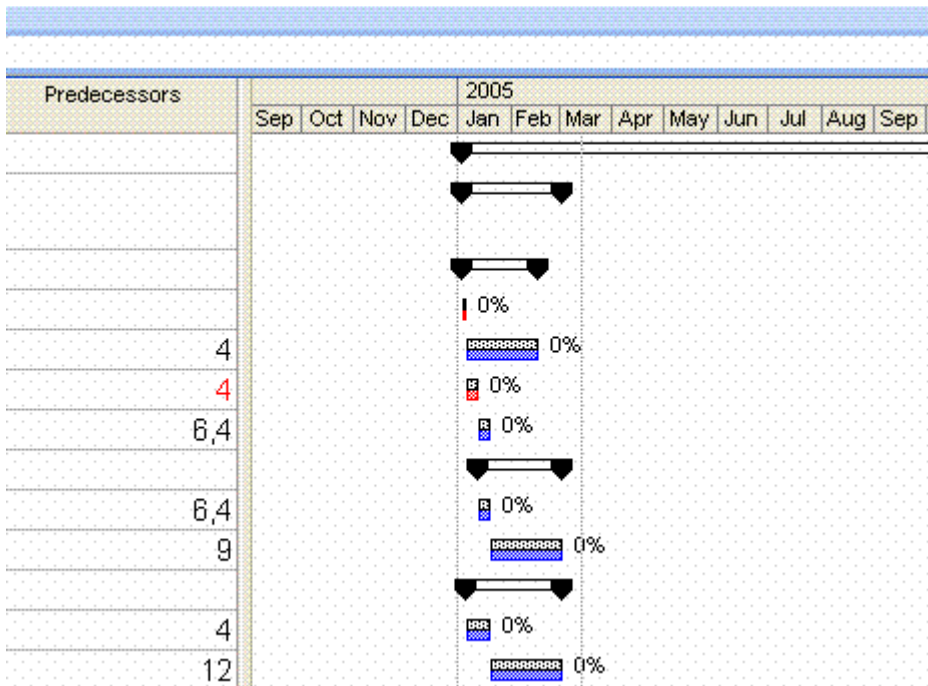


Click on **Format It** button as shown in this window.



Click on **Exit Wizard** button as shown in this window.

The Gantt Chart graphic will have a look as shown below.

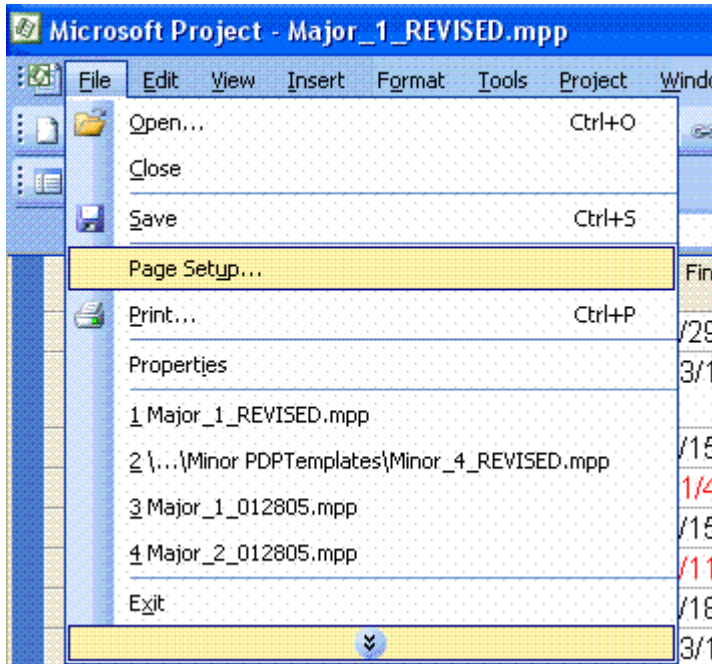


Instructions for printing work progress Gantt Chart report (PROGRESS\_GANTT)

Printing parameters need to be set in order to print the report correctly on 11" X 17" paper size. Plotters will vary based on the setting and type of printer.

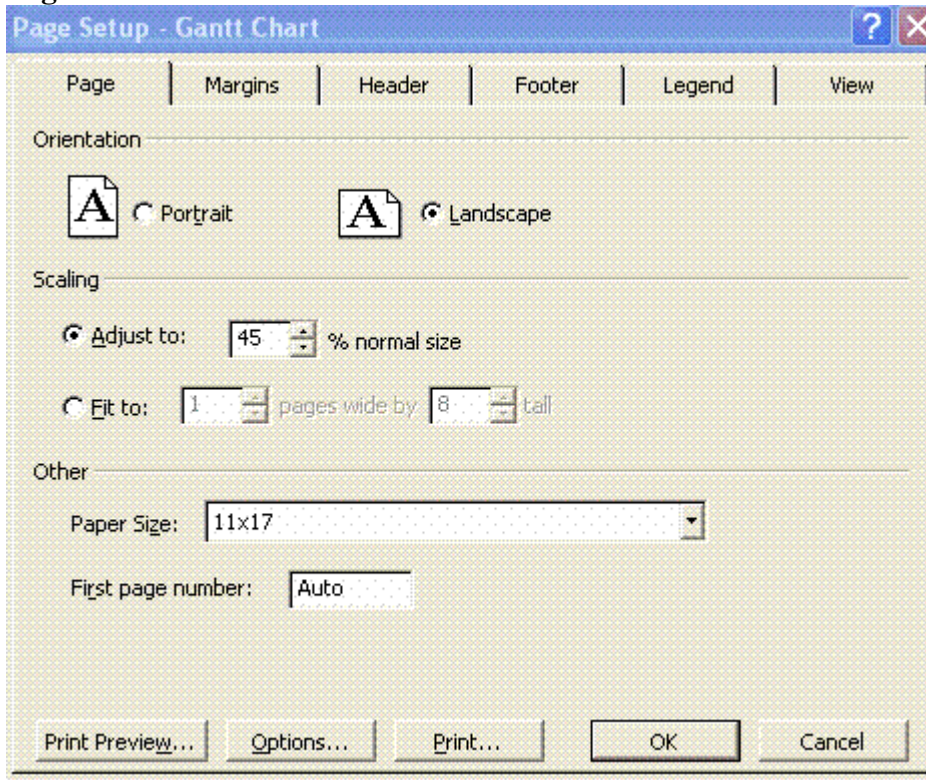
Steps to print are as follows.

Make sure that all data columns are in clear view and not overlapped by the bar chart area window. To verify this, reopen the view of PROGRESS\_GANTT table and check for clear view. The left edge of bar chart window may need to be dragged to the right in order to remove the overlap. From the Gantt Chart top bar pull down menu, click on **File**, then on **Page setup...**



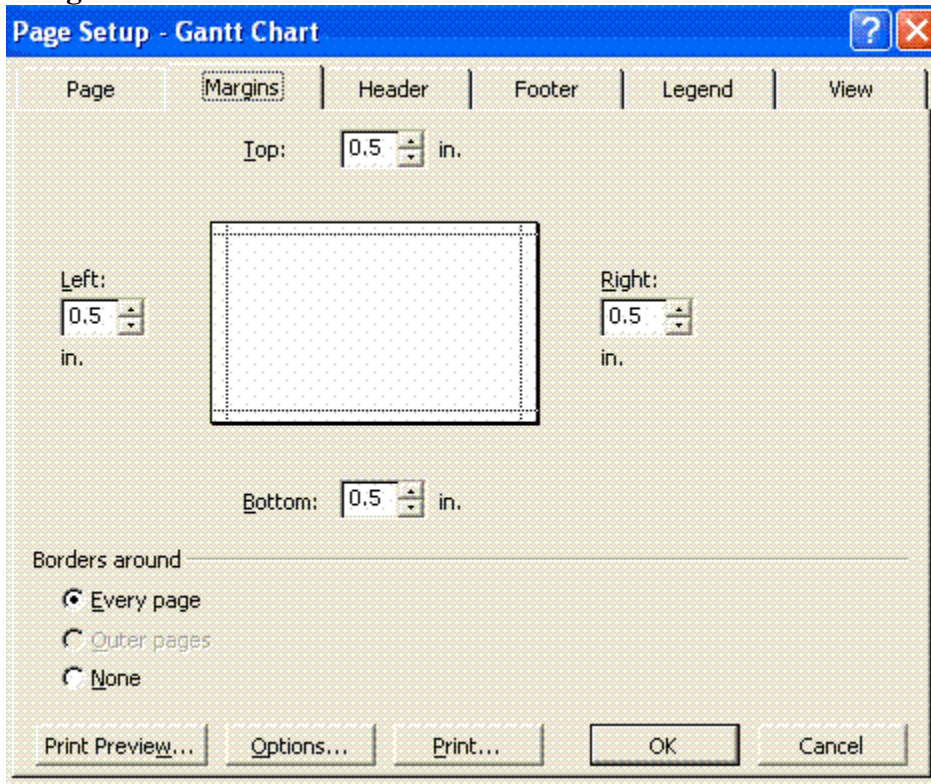
which will open the following window.

**Page** tab window.

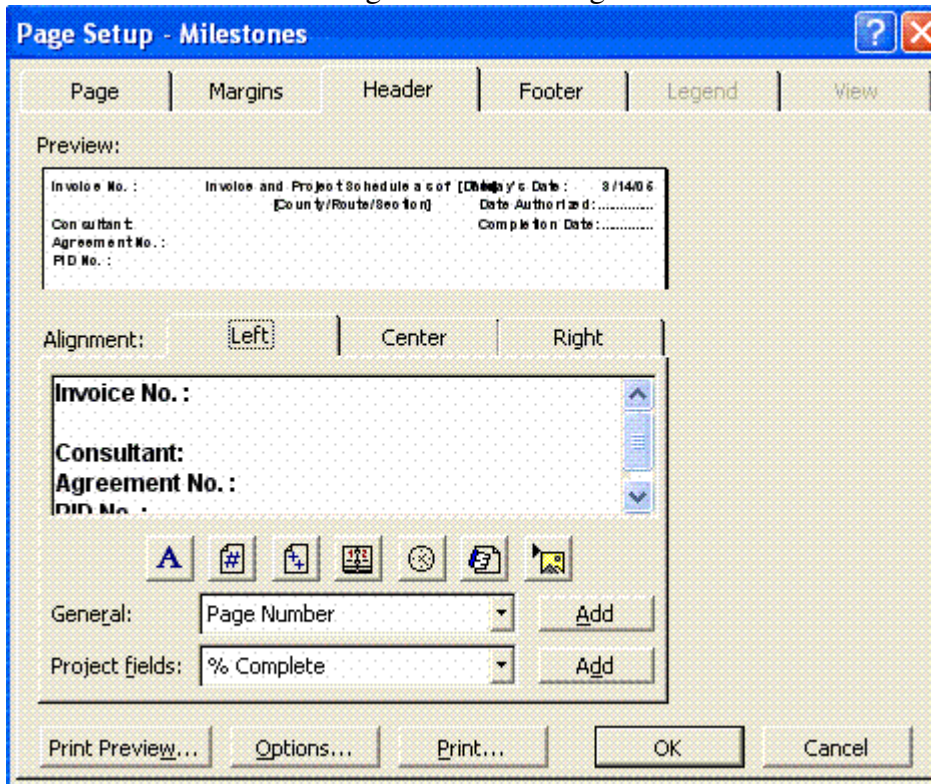


Click on the **Page**, **Margin**, **Header**, **Footer**, **Legend** and **View** tabs and fill in exactly as shown (unless otherwise commented below) in these windows below.

## Margins tab window

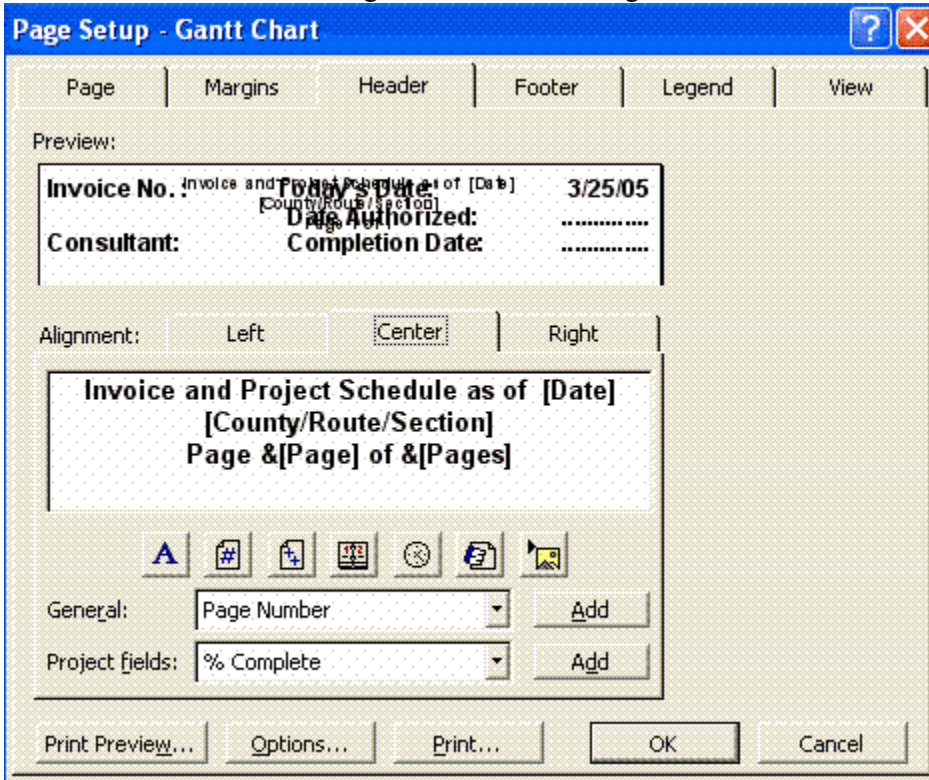


## Header tab window showing the Left tab Alignment view.

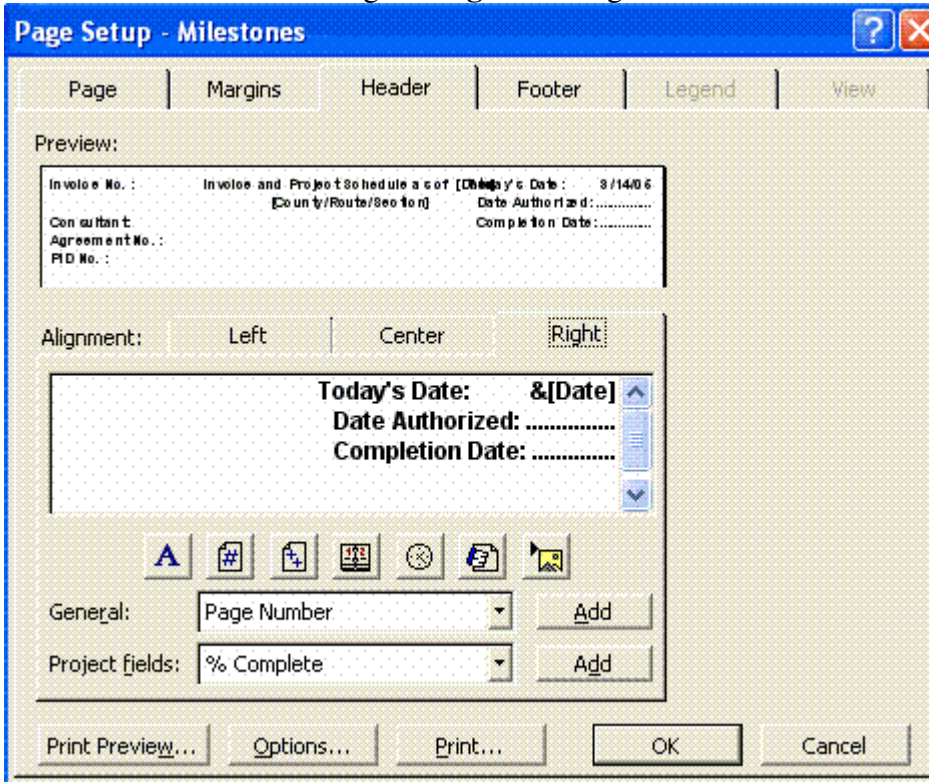


Type the text in **Header** window tabs (i.e., **Left**, **Center** and **Right** tabs) exactly as shown in the windows below and add the project specific information to the standard line items. In these windows you must keep the standard wordings and set up as shown. The font window can be invoked by clicking the **A** button and should be set as follows: Font: Arial, size: 14, type: bold.

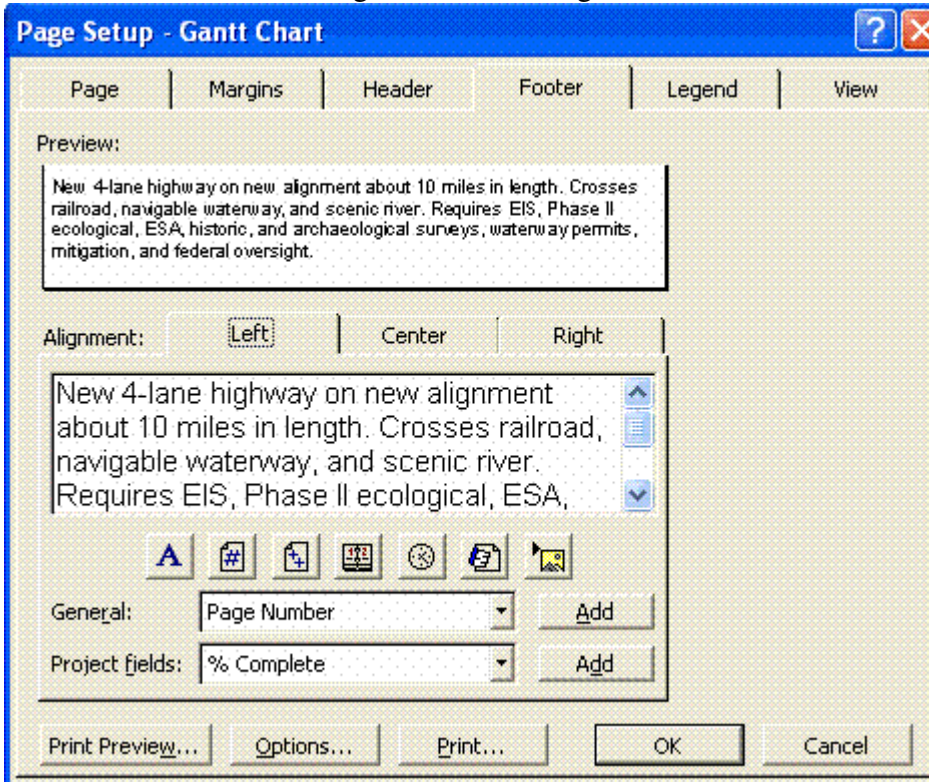
**Header** tab window showing the **Center** tab Alignment view.



Header tab window showing the **Right** tab Alignment view.

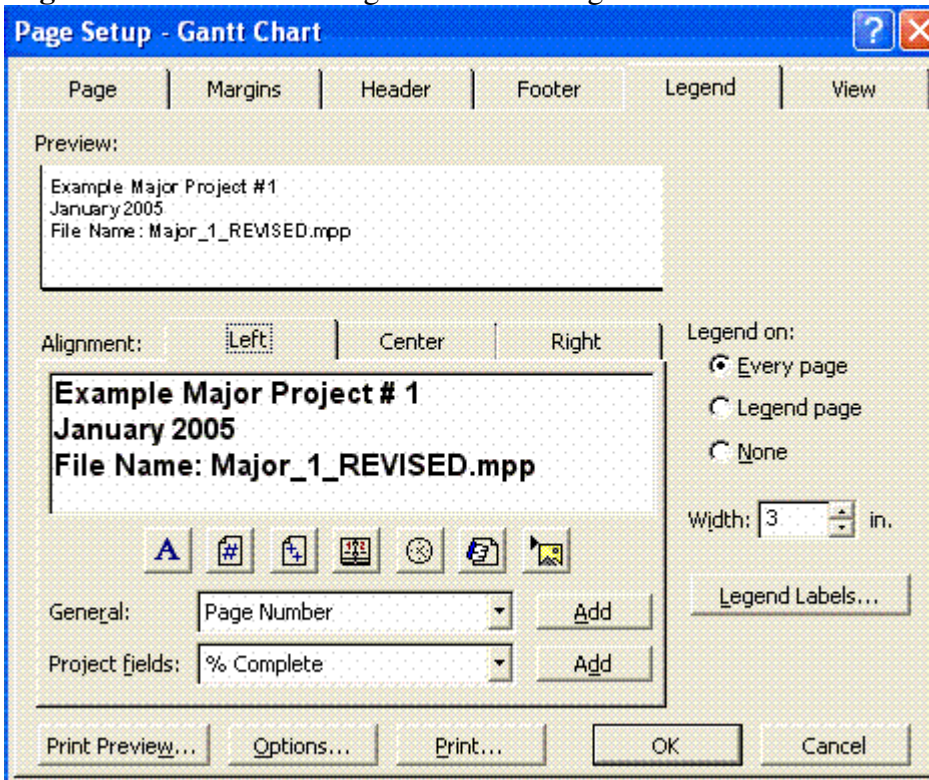


Footer tab window showing the **Left** tab Alignment view.



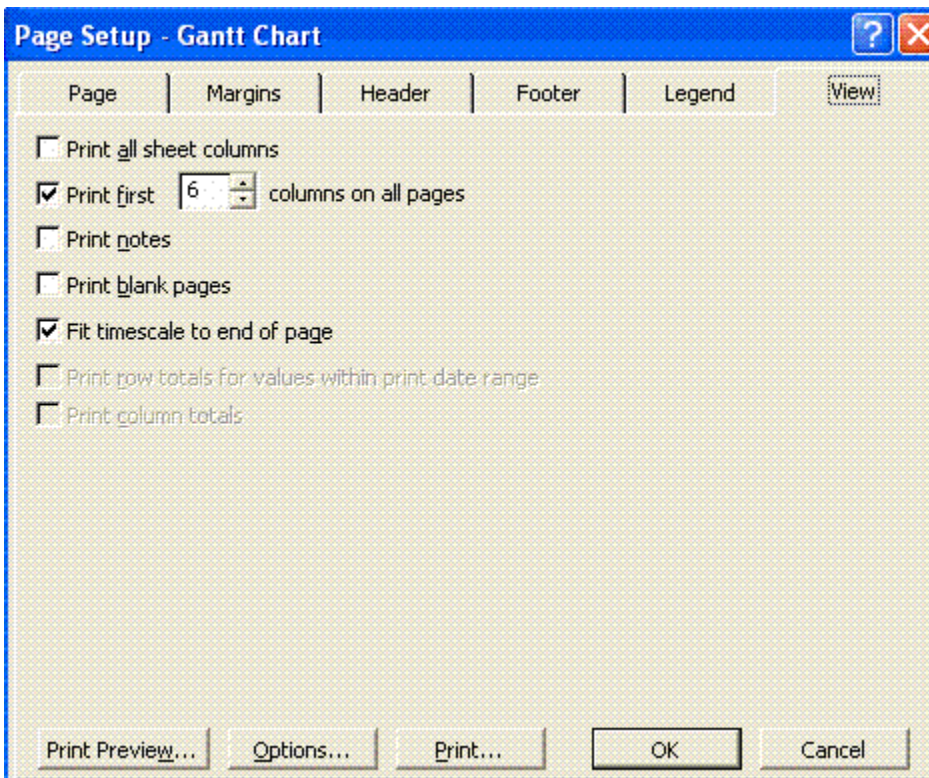
. Type the project description and any specifics of major project elements in the **Left** tab text box.

Legend tab window showing the **Left** tab Alignment view.

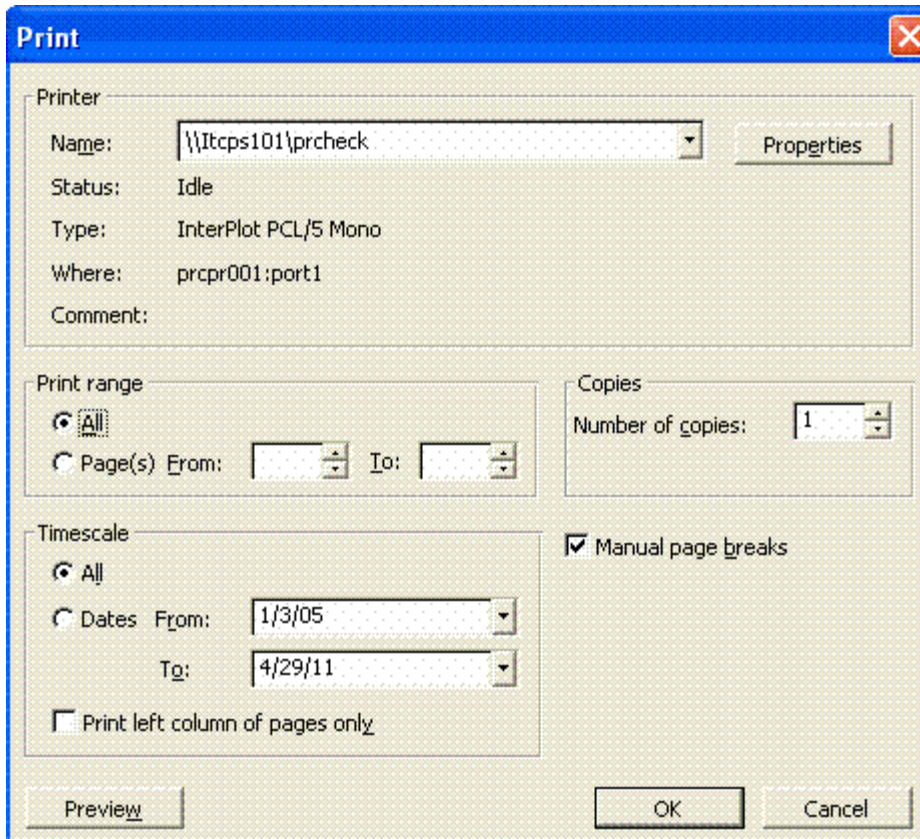


Type the Gantt Chart file name and any info (optional) you like to have in the **Left** tab text box.

**View** tab window.



Click on **Ok** to save the setting and close the window. Now click on the **print** tab from the Gantt Chart window **File** pull down menu and the following print window will appear. Select the desired printer to print this report on 11" x 17" paper size with landscape orientation. Depending upon the type of printer, this window may have a different look.



Click on **Preview** tab to check page views for the overlapping window issues as discussed above and the anticipated number of pages this report should normally have. Click **Ok** to print the report. The printed report will have a look as shown below (a partial clip shown).

