

Project Planner HD version 2.2

Quick Start

Contents

| | |
|----------------------------------|----|
| 1.Introduction..... | 3 |
| 2.Quick Start..... | 5 |
| 2.1.Creating a project..... | 5 |
| 2.2.Editing project data..... | 6 |
| 2.3.Creating first task..... | 9 |
| 2.4.Creating second task..... | 14 |
| 2.5.Creating milestone..... | 15 |
| 2.6.Creating summary..... | 16 |
| 2.7.Connecting tasks..... | 17 |
| 3.Resources..... | 18 |
| 3.1.Resources chart..... | 18 |
| 3.2.Details of the resource..... | 19 |
| 3.3.Adding resource to task..... | 20 |
| 4.List of the illustrations..... | 26 |

1. Introduction

Project Planner HD is an application to manage projects and tasks.

Project Planner HD lets you manage multiple projects simultaneously. In each project you can create multiple tasks grouped into phases and ended with milestones.

The project can be viewed as a Gantt chart, vertically and horizontally, across days, weeks and months.

Major features:

- managing multiple projects
- viewing your tasks as a list or Gantt Chart
- simultaneous viewing multiple projects on Gantt Chart
- editing task directly from Gantt Chart
- editing available in portrait and landscape mode
- creating dependencies between tasks
- creating and managing resources in tasks
- updating progress of task to keep track
- exporting and importing projects in .ppf format (supported by Project Planner, Project Planner HD and Project Planner for OSX - available in Mac App Store)
- exporting and importing project in .gan format (supported by Gantt Project available on OSX, Windows and Linux) (importing with some limitations: Project Planner imports all dependencies as 'hard' and 'end-to-start')
- exporting the report in PDF format (readable in Adobe Reader, OSX Preview and all full pdf compatible readers)
- exporting of Gantt chart as image in PNG format
- exporting are available by mail, WiFi network (Bonjour), to iTunes and to Dropbox
- importing are available from iTunes and WiFi network (Bonjour), from mail and from Dropbox
- copying projects

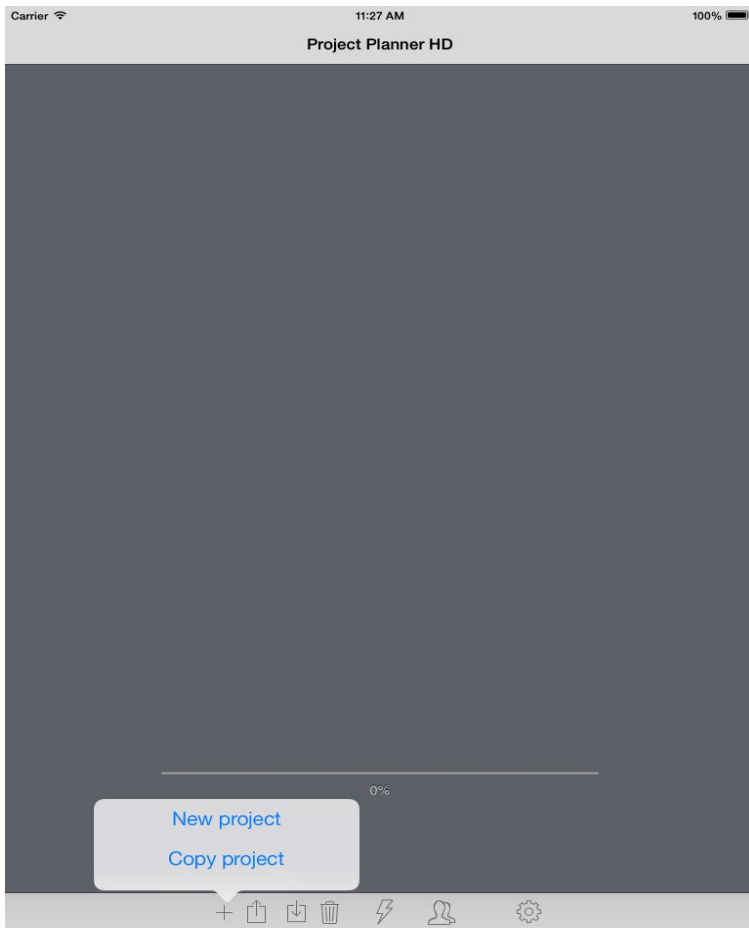
- defining their own calendars for projects
- PIN for application security

2. Quick Start

This chapter shows you how fast you can create your first project, add to it tasks and resources.

2.1. Creating a project

Tap „+” on main window toolbar, choose „New project”

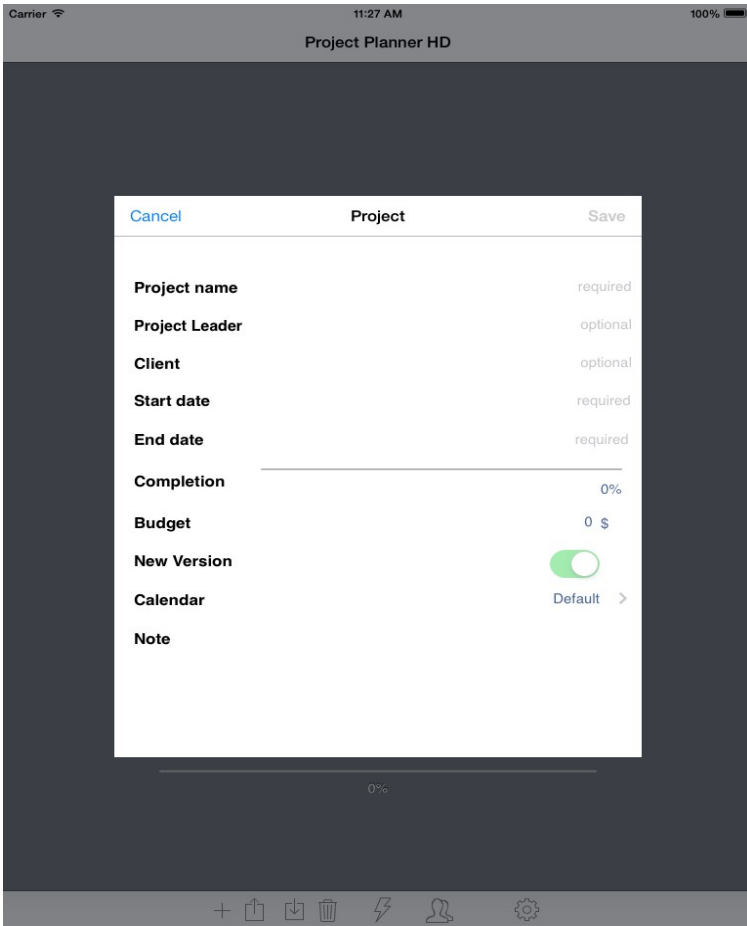


Picture 1: Creating project

2.2. Editing project data

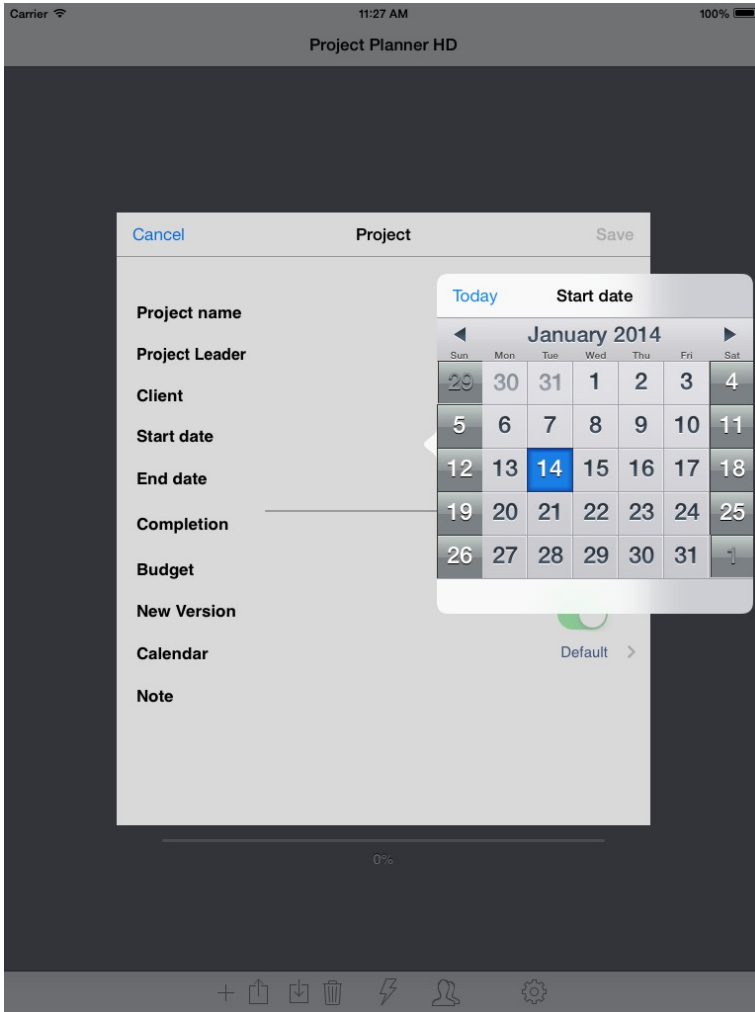
On project window fill required fields:

- project name, text field
- start date, date field
- end date, date field



Picture 2: Project window

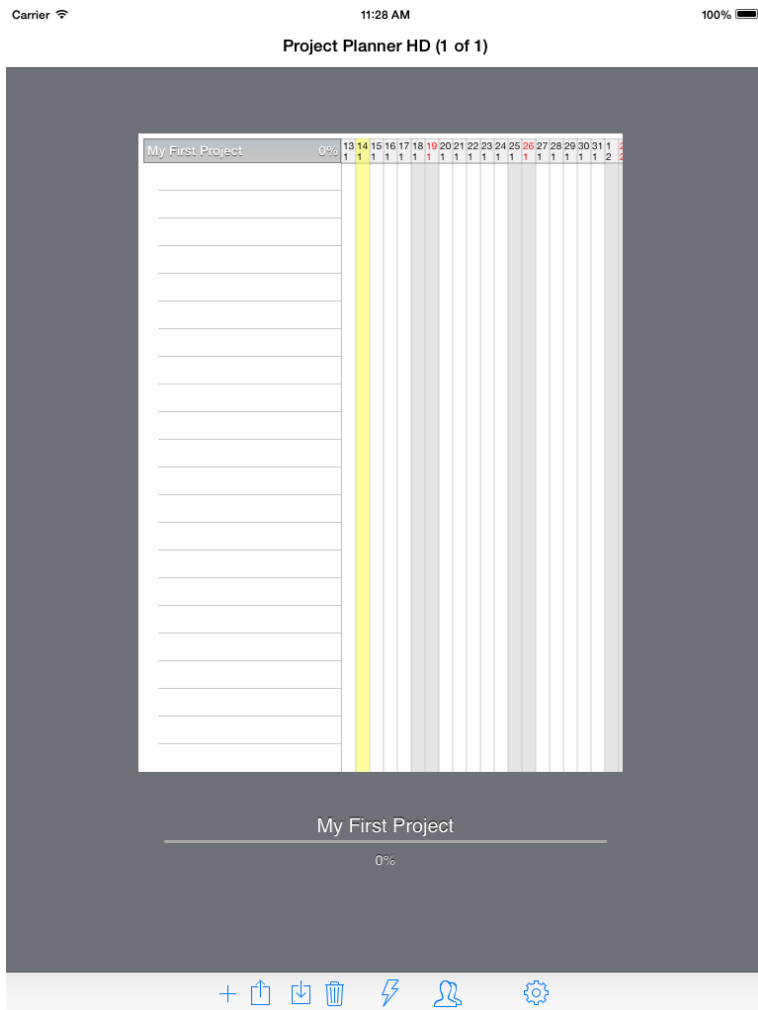
When you choosing date (picture 3), to confirm selection tap outside the selection window.



Picture 3: Choosing the date

After filling all required fields tap „Save” button. This saves data and closes project window.

Now you see your first project. You can tap the image of the project to add a tasks on Gantt chart, or tap the project name – this opens project window.



Picture 4: Empty project

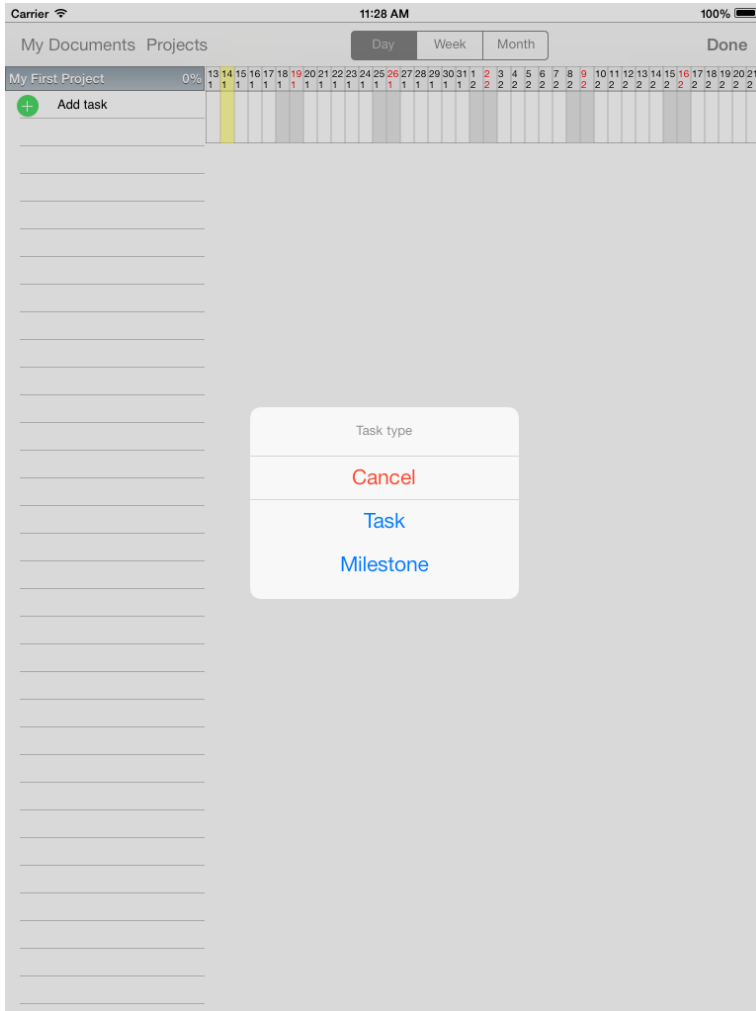
2.3. Creating first task

On Gantt chart press „Edit” button if you'd like to add a task, or „My Documents” to back to main screen.



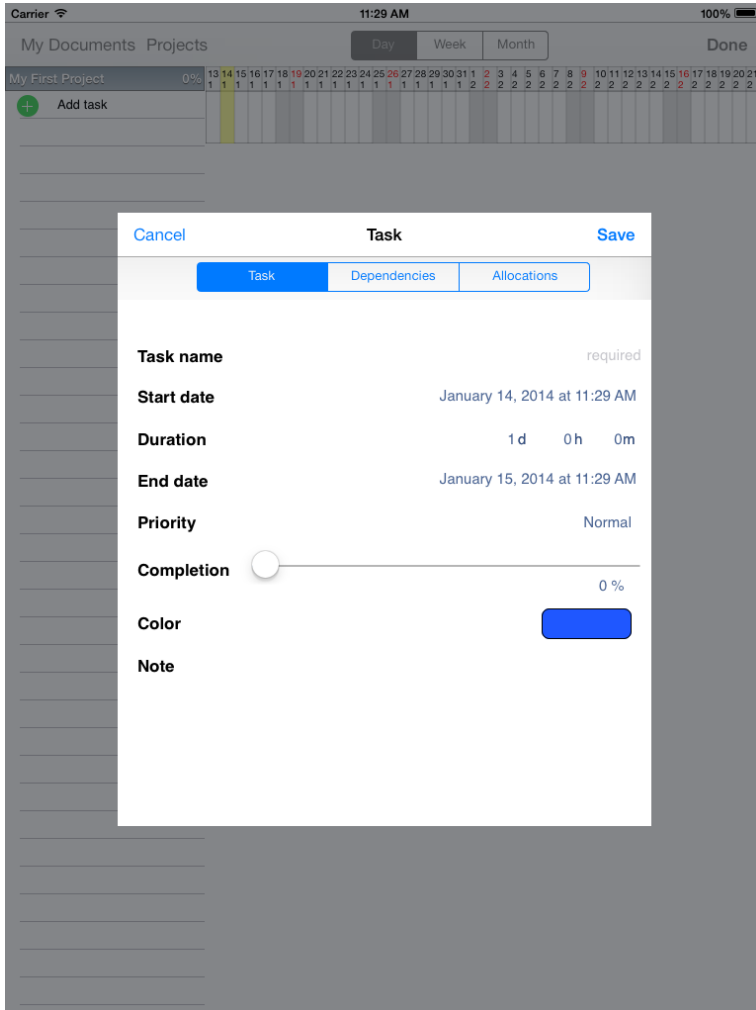
Picture 5: Gantt chart

When window switch into edit mode tap „Add task” label. On „Task type” windows (picture 6) choose task type: task.



Picture 6: Choosing the type of the task

On task editing window fill all required fields:

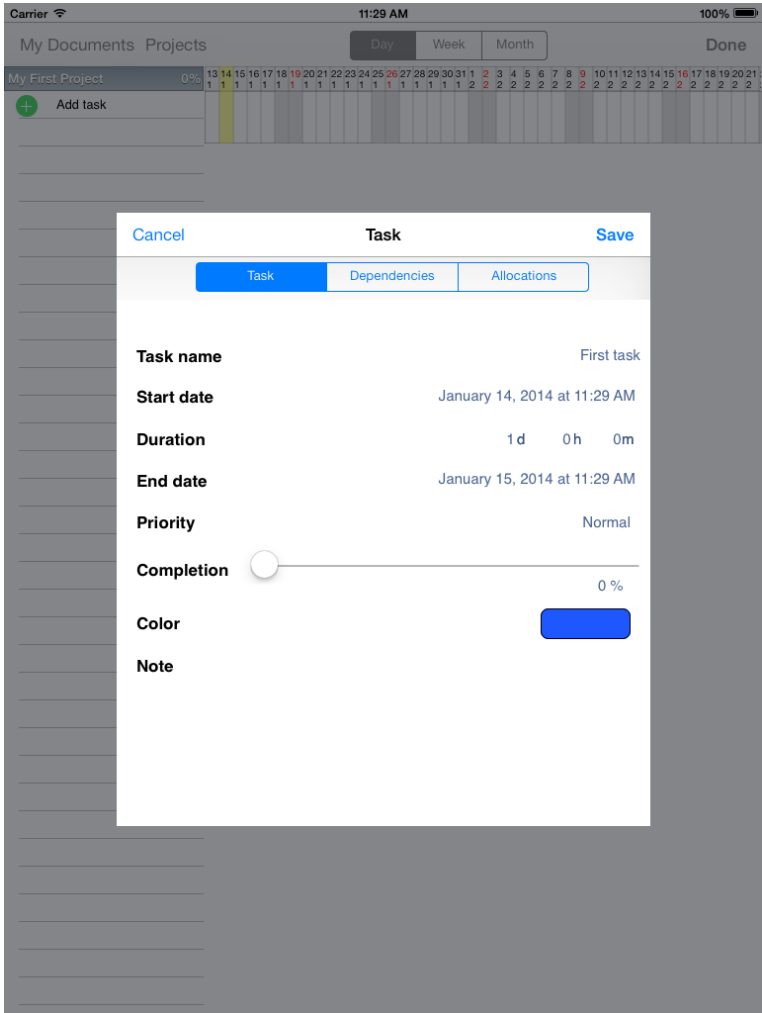


Picture 7: Empty task

- task name, text field
- start date, date field
- duration, number field

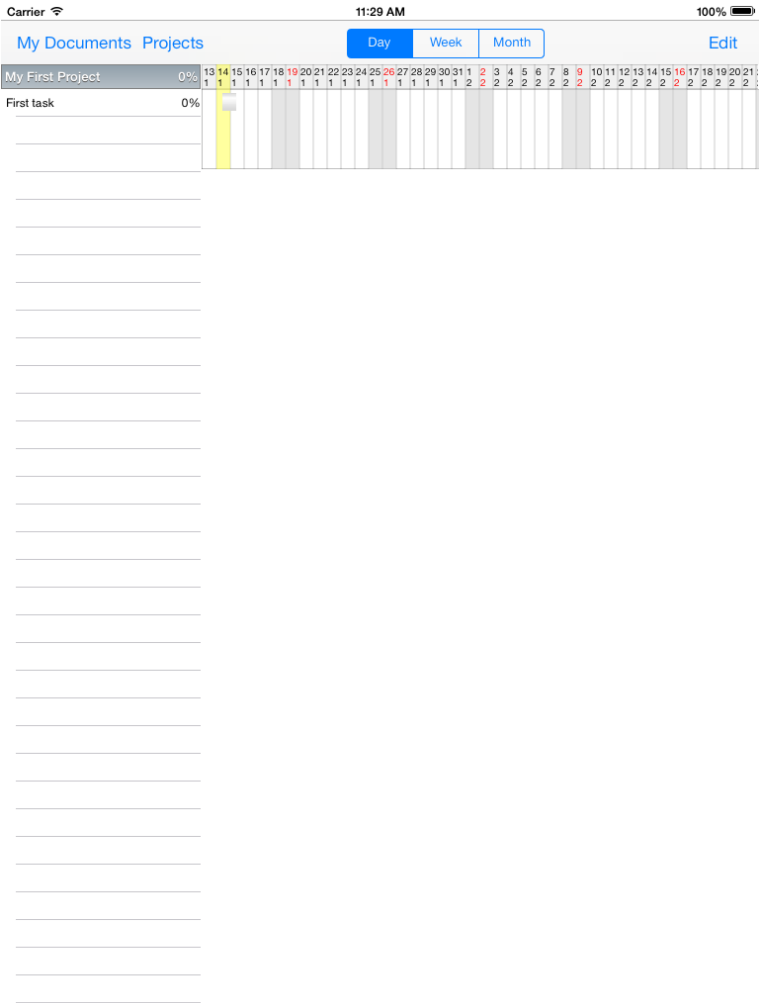
End date is set automatically (from start date and duration).

Save the task.



Picture 8: Task window

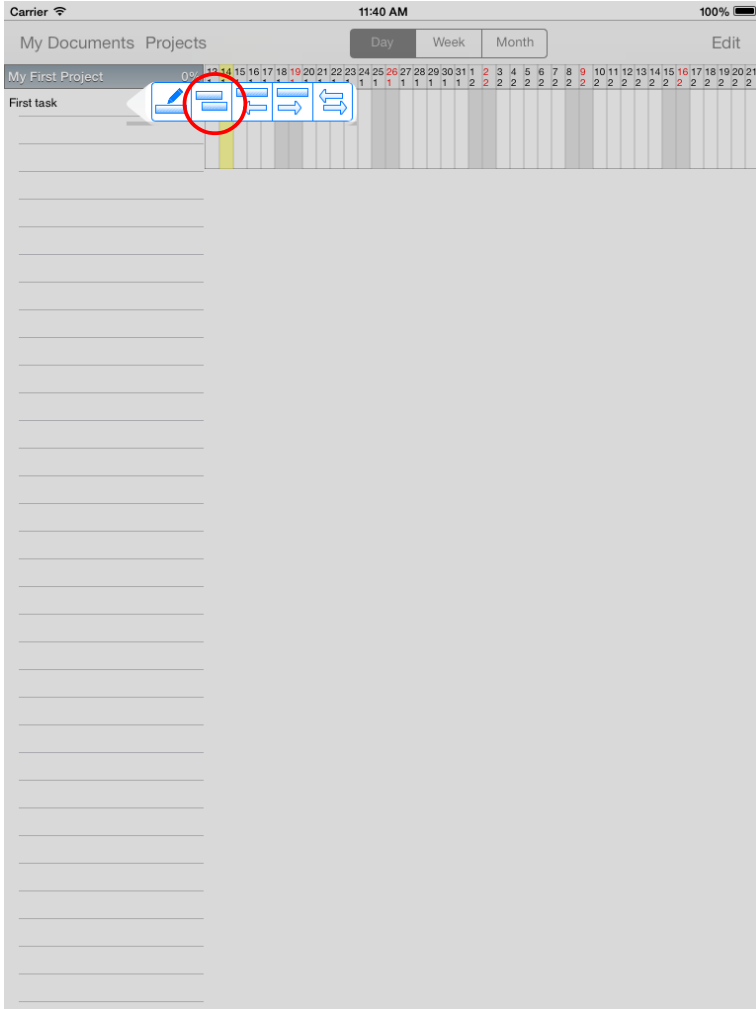
Congratulations, you create your first project with first task.



Picture 9: First task

2.4. Creating second task

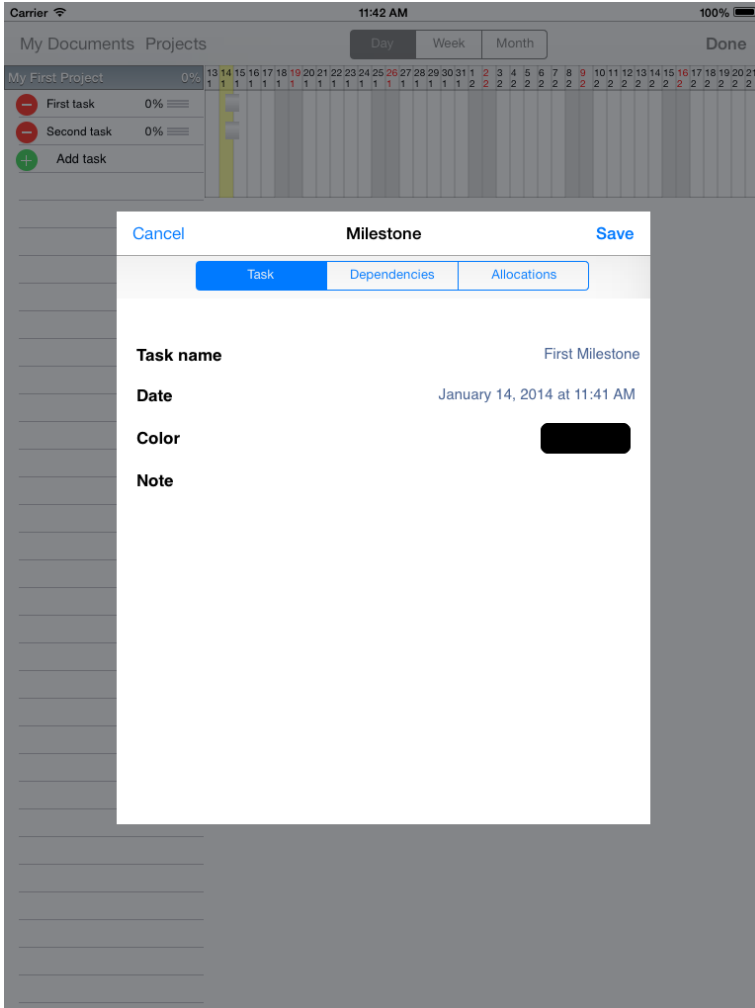
You can create second task as copy of the first task: touch task name on the tasks list, small tool window appears. On this window touch second button – task will be copied. Now change name to Second Task.



Picture 10: Task copy

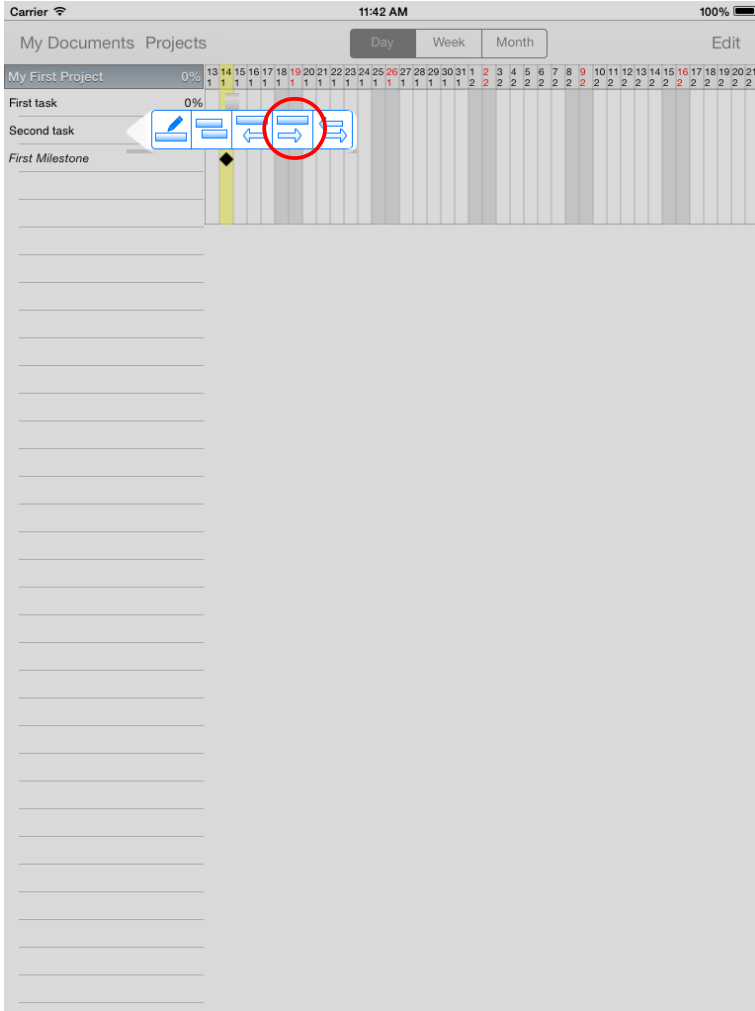
2.5. Creating milestone

Now create milestone. As in chapter [2.3](#), go to editing mode, tap *Add task* label, and choose *Milestone*. Enter name *First milestone* end save changes.



Picture 11: Milestone window

2.6. Creating summary

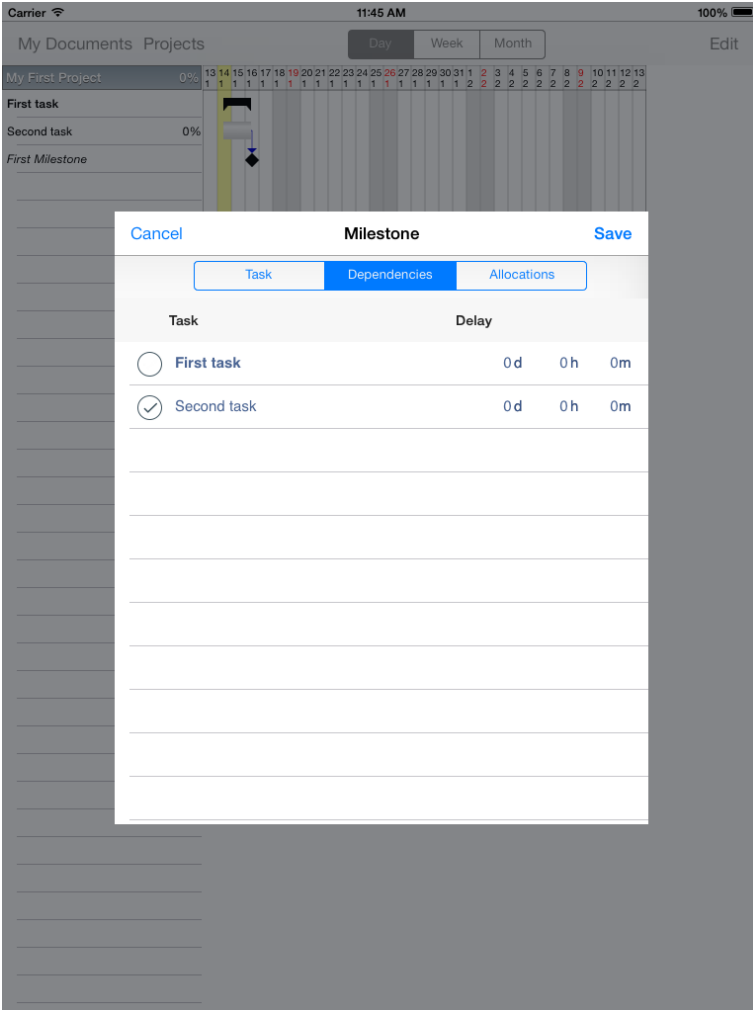


Picture 12: Connecting tasks

On the tasks list tap second task, and on small window tap on the fourth button. Task above will change to summary, and selected task will be added to summary as a child. Third button removes task from summary, and (if summary doesn't have children) convert it again to task.

2.7. Connecting tasks

On the tasks list tap milestone, and on small window tap on the first button. Editing window will appear. On this window tap *Dependencies* tab. Check field near to *Second task* name and set delay to 1d. Press *Save*.



Picture 13: Connecting tasks

Tasks are now connected.

3. Resources

3.1. Resources chart

In Project Planner you can create resources and add it, as

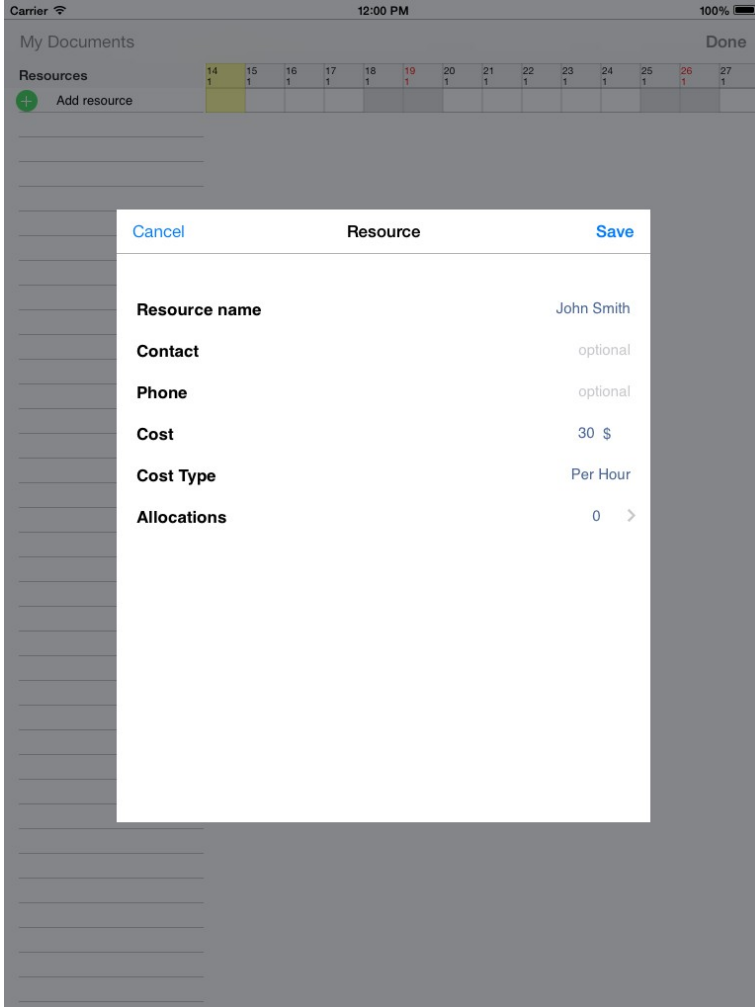


Picture 14: Resources chart

allocations, to tasks. To edit resources tap *Human* icon on the main screen. On new window press *Edit* and then *Add resource* label

3.2. Details of the resource

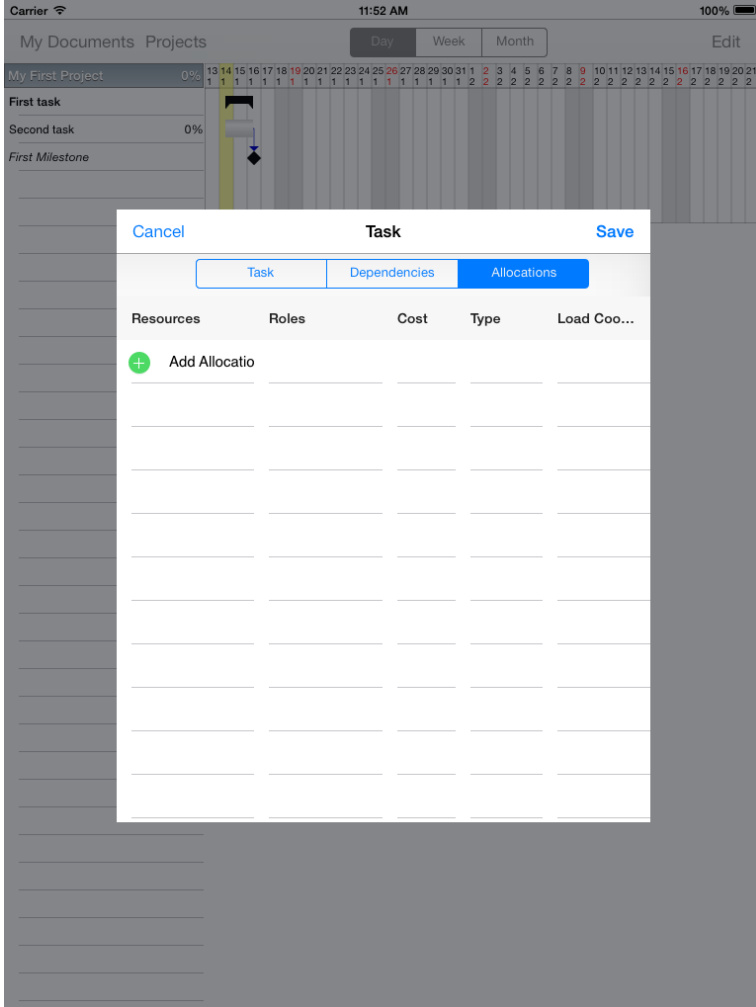
New window appears. On this window only field *Resource name* is mandatory. Fill it and press *Save*.



Picture 15: Resources window

3.3. Adding resource to task

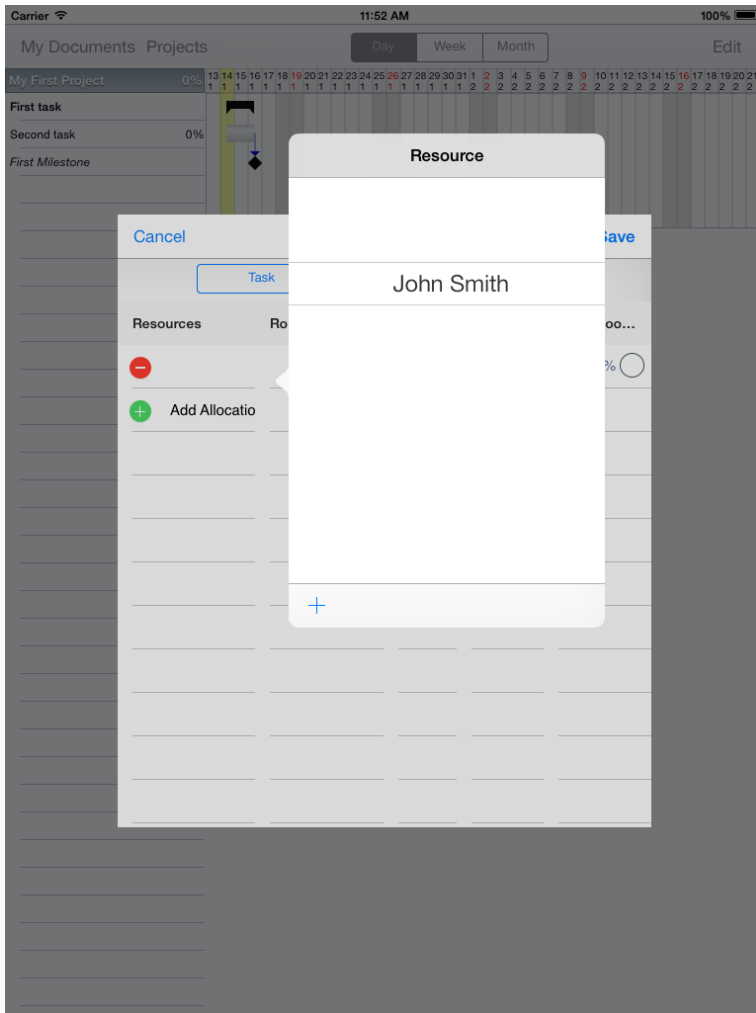
Back to main window, choose your project and, on tasks list, task (in ex. *Second Task*). Go to *Allocations* tab.



Picture 16: *Allocations* tab

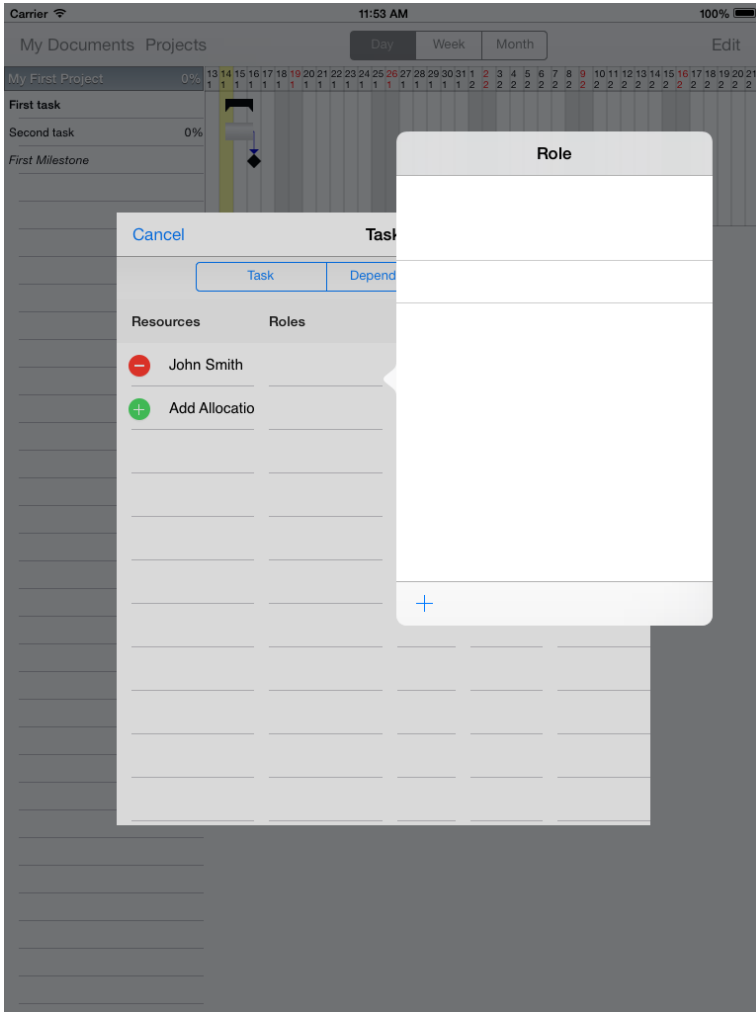
On this tab tap *Add allocation* label.

In new row tap in empty field under *Resource* label and choose resource from list and tap outside *Resource* window to confirm selection.

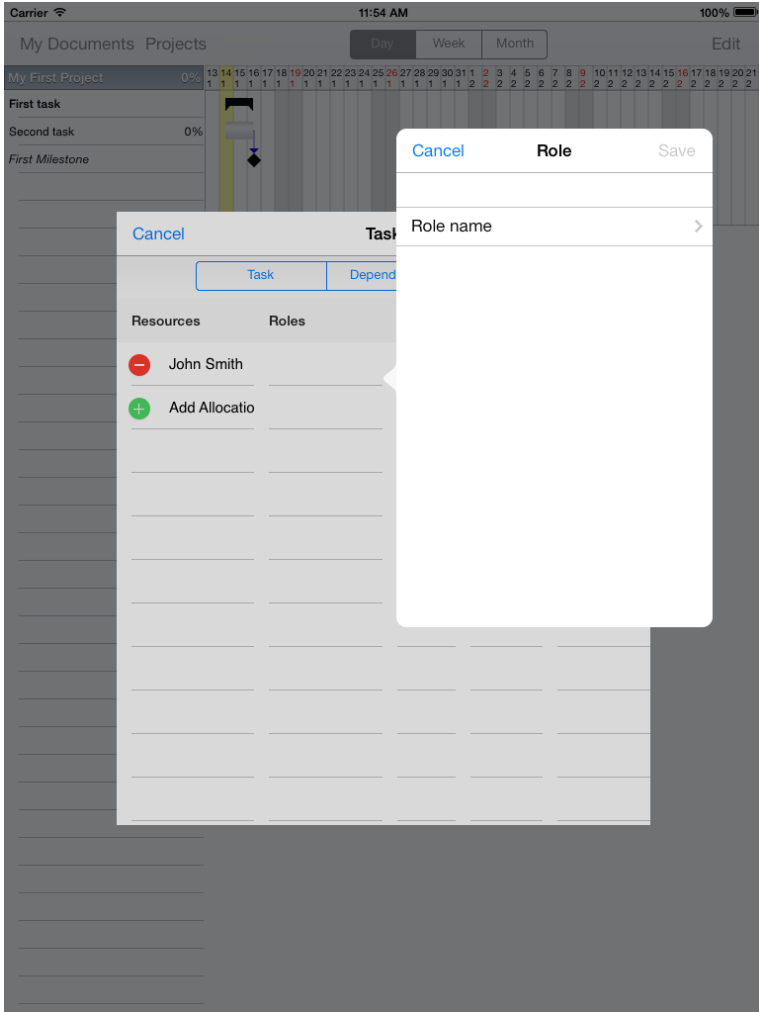


Picture 17: Choosing resource

Now tap in empty field under *Roles* label. If *Roles* list is empty tap “+” button to add first role.

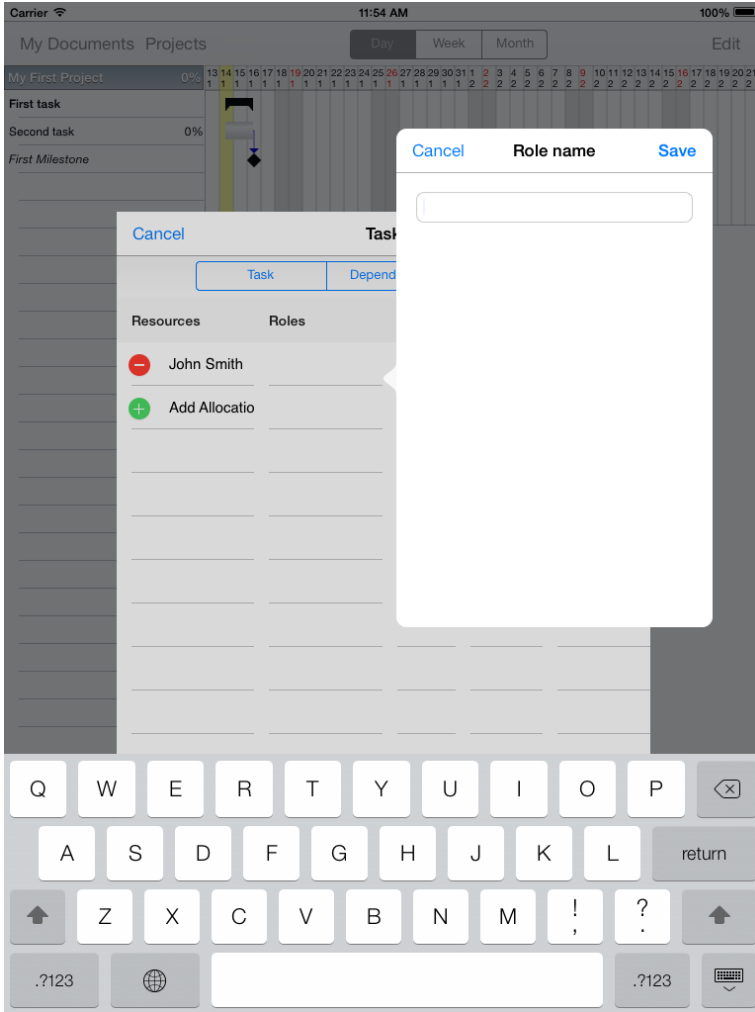


Picture 18: Choosing role



Picture 19: Adding role

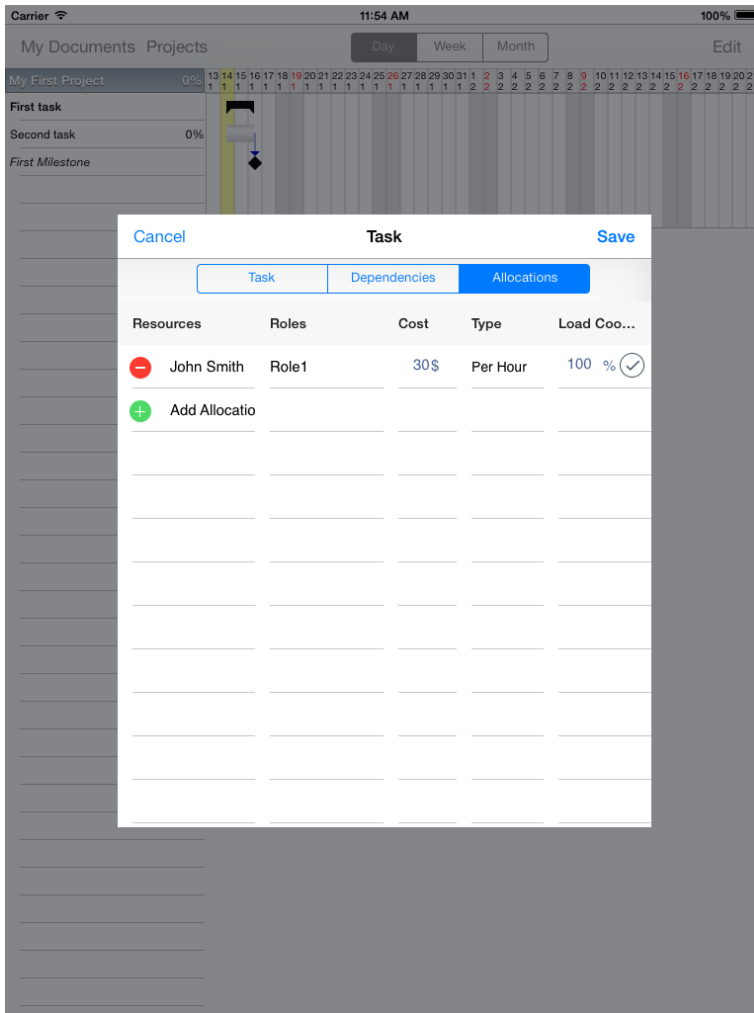
Enter role name and press *Save*.



Picture 20: Editing role

Then back to *Roles* window, choose role from list and tap outside *Roles* window to confirm selection.

On *Allocations* tab you can also set *Cost*, *Cost Type*, *Load* and *Responsible* fields.



Picture 21: Added allocation

4. List of the illustrations

List of the illustrations

| | |
|---|----|
| Picture 1: Creating project..... | 5 |
| Picture 2: Project window..... | 6 |
| Picture 3: Choosing the date..... | 7 |
| Picture 4: Empty project..... | 8 |
| Picture 5: Gantt chart..... | 9 |
| Picture 6: Choosing the type of the task..... | 10 |
| Picture 7: Empty task..... | 11 |
| Picture 8: Task window..... | 12 |
| Picture 9: First task..... | 13 |
| Picture 10: Task copy..... | 14 |
| Picture 11: Milestone window..... | 15 |
| Picture 12: Connecting tasks..... | 16 |
| Picture 13: Connecting tasks..... | 17 |
| Picture 14: Resources chart..... | 18 |
| Picture 15: Resources window..... | 19 |
| Picture 16: Allocations tab..... | 20 |
| Picture 17: Choosing resource..... | 21 |
| Picture 18: Choosing role..... | 22 |
| Picture 19: Adding role..... | 23 |
| Picture 20: Editing role..... | 24 |
| Picture 21: Added allocation..... | 25 |