Deltek Open Plan™
Guided Tour

December 18, 2008

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This edition published December 2008.

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Contents

Getting Started **1**
Overview 3
Welcome to the Guided Tour 3
Getting Acquainted with Open Plan 4
Open Plan Explorer 7
The Hierarchical Pane 7
The Contents Pane 11
Customizing the Open Plan Explorer 12
Backing Up and Restoring Open Plan Data 13
Exploring a Barchart View **15**
Opening a Project 17
Displaying Activity Information 21
Working with Bars 24
The Spreadsheet Pane 27
The Histogram Pane 31
Selecting Resources 32
Histogram Preferences 33
Changing the Display of Activity Bars 35
Viewing Project Properties **38**
The Project Properties Dialog Box 40
Exploring the Project Properties Tabs 41
Exploring a Network View **43**
Displaying a Network View 45
Expanding a Subproject 48
Customizing Activity Boxes 52
Positioning Activities 54
Network Annotations 56
Project Resources **57**
Managing Resources in Open Plan 59
Displaying Resource Information 60
Defining Resource Assignments 63
Performing Resource Scheduling 65
Displaying the Results of Resource Scheduling 66
Creating a New Project **68**

Creating a New Project 70
Using the New File Wizard 71
Create Page 71
Summary Page 71
Status Information Page 72
Files Page 73
Preferences Page 75
Notes Page 75
Access Control Page 76
Adding Resources to the Resource File 77
Adding Activities to the Project 79
Where to Go From Here 83
Appendix -- Backup Restore Log Viewer 84
Backup Restore Log Viewer 86
Restore Log [11/01/06 18:11:43] 86
System Log 87

1

Getting Started

Overview 3
Getting Acquainted with Open Plan 4
Open Plan Explorer 7
Backing Up and Restoring Open Plan Data 13

Overview

Welcome to the Guided Tour

Welcome to a guided tour of Deltek® Open Plan™. Feature-rich applications such as Open Plan usually require some time to master. To help you get up to speed as quickly as possible, Open Plan includes several facilities designed to introduce you to the basic operations of the package. The Clip Notes (part of the help system) and the *Deltek® Open Plan™ User's Guide* are included in the package to help you learn how to perform a particular operation.

There is no substitute for a hands-on encounter with the software, and that is what this tour is designed to provide. The tour uses sample project data that comes with your package to introduce you to the basics of Open Plan: the Open Plan Explorer, views of projects and resource data, and project properties. Although it is possible to read through this guide without actually following along in Open Plan, Deltek recommends that you try the suggested exercises yourself to get a real feel for how the software works.

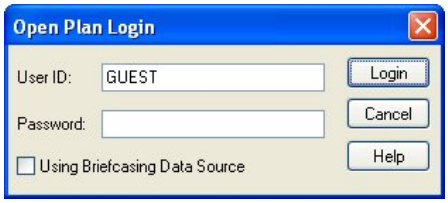
If you are planning to follow along on your computer, notice that this tour assumes that you have already installed Open Plan. Note also that the tour assumes that you are working with the Professional edition of Open Plan running under Windows 98 or later. If you are using the Desktop edition of Open Plan, or a version of Windows other than the one used when preparing this manual, don't worry. The screens and windows illustrated in the tour may differ slightly from the ones you see with your system, but the functionality will almost always be identical.

Finally, you will tour an existing project as an example.

Getting Acquainted with Open Plan

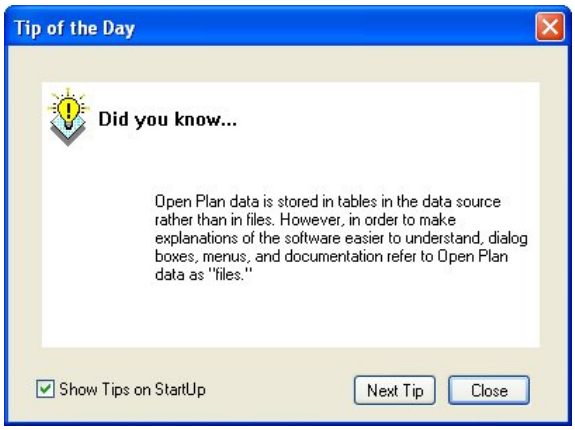
Start the Open Plan application from the Windows Desktop.

A login dialog box displays. To begin using Open Plan, you must first log in to the application. For Guided Tour purposes only, login as **GUEST**, with no password.



Click **Login**.

The Open Plan Explorer displays along with the **Tip of the Day** dialog box.

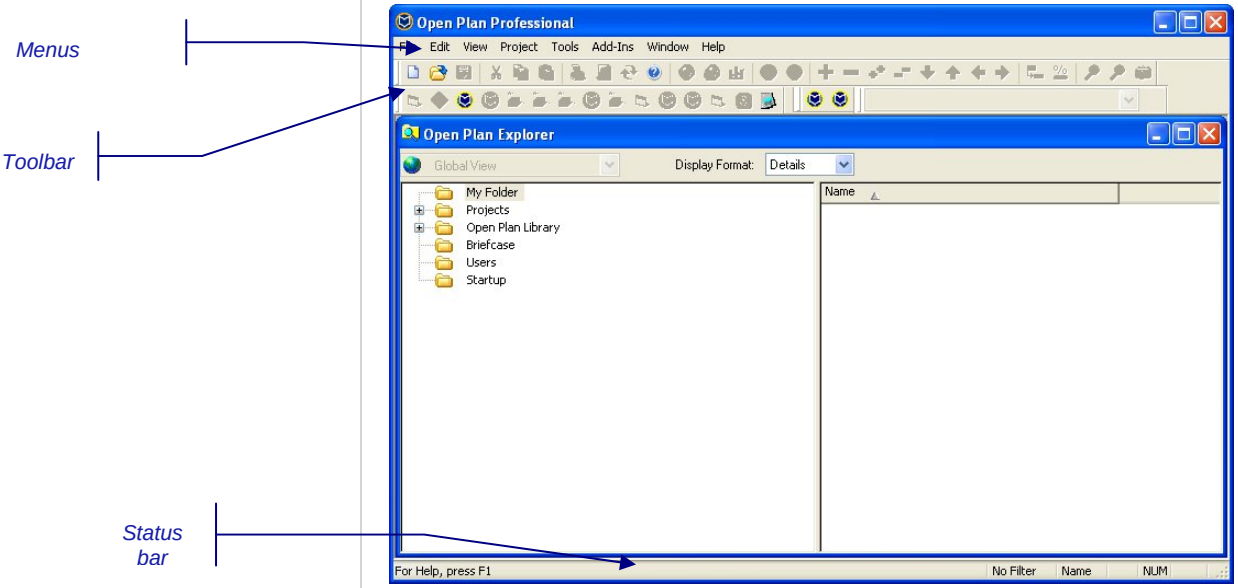


By default, the **Tip of the Day** dialog box displays on StartUp. It offers various tips about Open Plan and its features. To read more tips, click the **Next Tip** button. If you would prefer for this dialog box not to display every time you launch Open Plan, deselect the **Show Tips on StartUp** option in the bottom left corner of the dialog box.

After you have finished looking at the **Tip of the Day** dialog box, click **Close**.

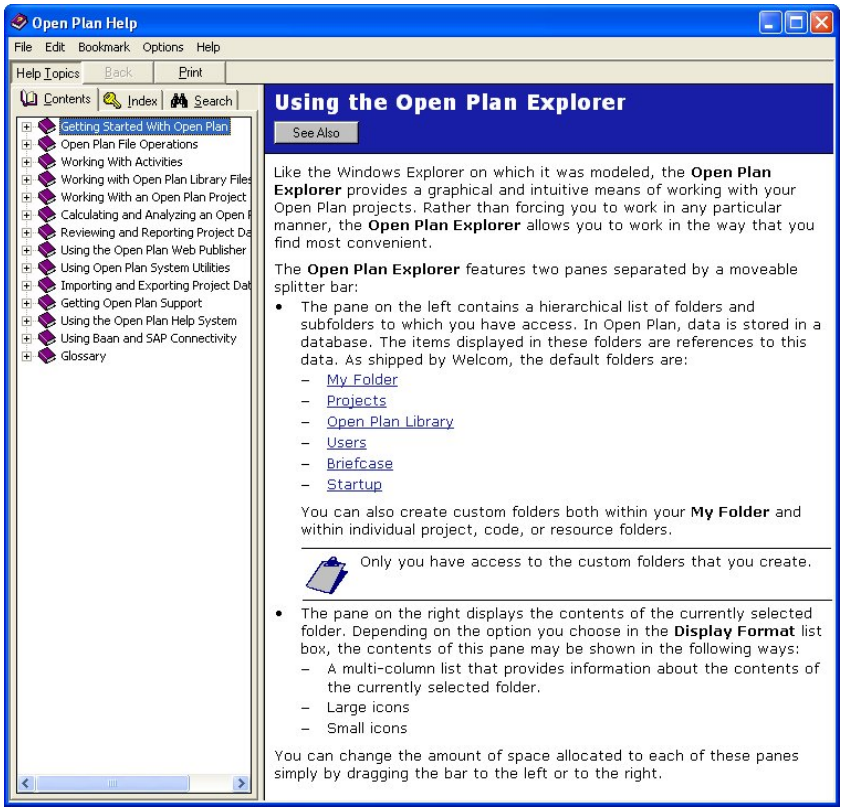
Before we turn our attention to the Open Plan Explorer, let us first examine the elements of the Open Plan workspace.

Notice the features that are standard with many Windows-based applications, such as drop-down menus and a toolbar with buttons representing commonly used commands:



The status bar at the bottom of the workspace provides information about the current command as well as any filters or sorts currently in effect. (You can also display information about a command when you hover the cursor over a button in the toolbar.)

To display a context-sensitive help topic anytime in Open Plan, press **F1**. For example, if you press **F1** with Open Plan Explorer displayed, you are presented with a discussion of the Open Plan Explorer:



To close the help topic, click **Exit** on the File menu, or click the close button in the upper right corner.

Deltek also recommends that you examine the contents of the various drop-down menus. Notice that some of the selections are dimmed — these commands are unavailable under specific circumstances. As you open different views or project data, the contents of these menus can change to display different sets of commands.

To select a command from a drop-down menu, use the mouse, or press the **Alt** key in combination with the underlined letter in the name of the menu, followed by the underlined letter in the command name. For example, to invoke the **File Open** command, click **Open** on the **File** menu or press **Alt+F** to open the **File** menu, and then press **O** to invoke the command.

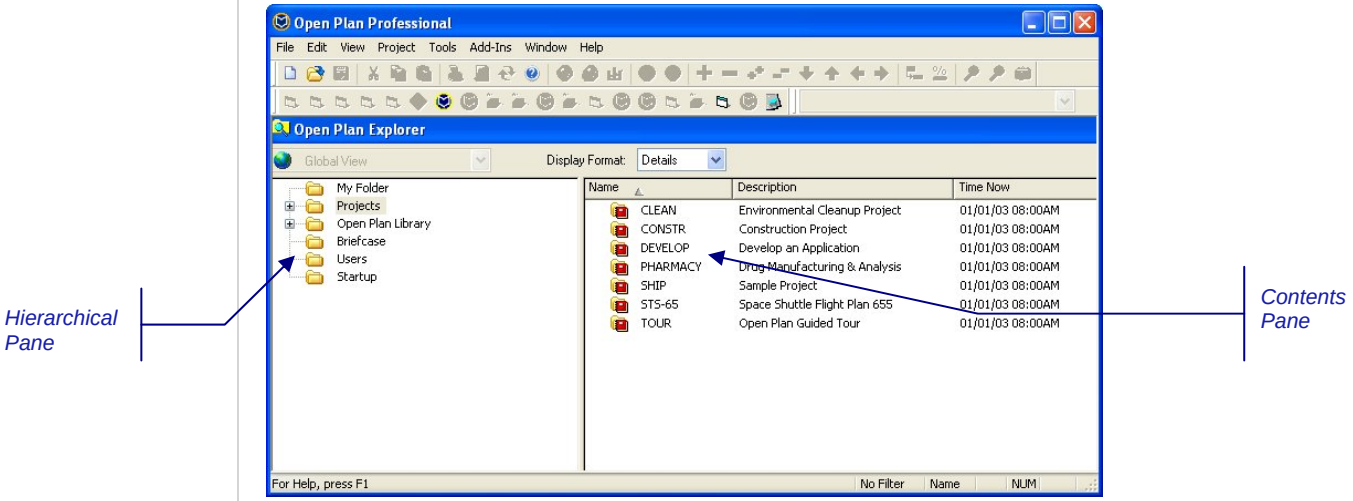
For a complete list of keyboard shortcuts, refer to Appendix B, “Keyboard Shortcuts,” in the *Open Plan User’s Guide*.

As we will see later in the guided tour, you can also select commands from context menus that display when you right-click an object in different areas of Open Plan. The contents of these context menus differ, depending on the nature of the object that you right-click.

Open Plan Explorer

The Open Plan Explorer provides a familiar graphical user interface (GUI) similar to Windows Explorer. This type of interface allows you to work in your own way. Although it is possible to open files, set up projects, and perform other functions in Open Plan without using the Open Plan Explorer, you will find it convenient to open and manipulate files without having to remember a precise filename.

In the Open Plan Explorer, you will see two panes with a moveable splitter bar between them. The left pane displays a hierarchy of nested folders through which you can navigate. The right pane displays the contents of the currently selected object.



The Hierarchical Pane

The left pane of the Open Plan Explorer displays a default set of six hierarchical folders available to you. The six default folders are:

- My Folder
- Projects
- Open Plan Library
- Briefcase
- Users
- Startup

These folders help you organize your projects, views, and auxiliary files as well as quickly locate the files you would like to open.

My Folder

My Folder is your personal folder. It provides a convenient way of organizing all the links to your projects, views, auxiliary files, and application shortcuts. These objects can be referenced in this folder in either of the following ways:

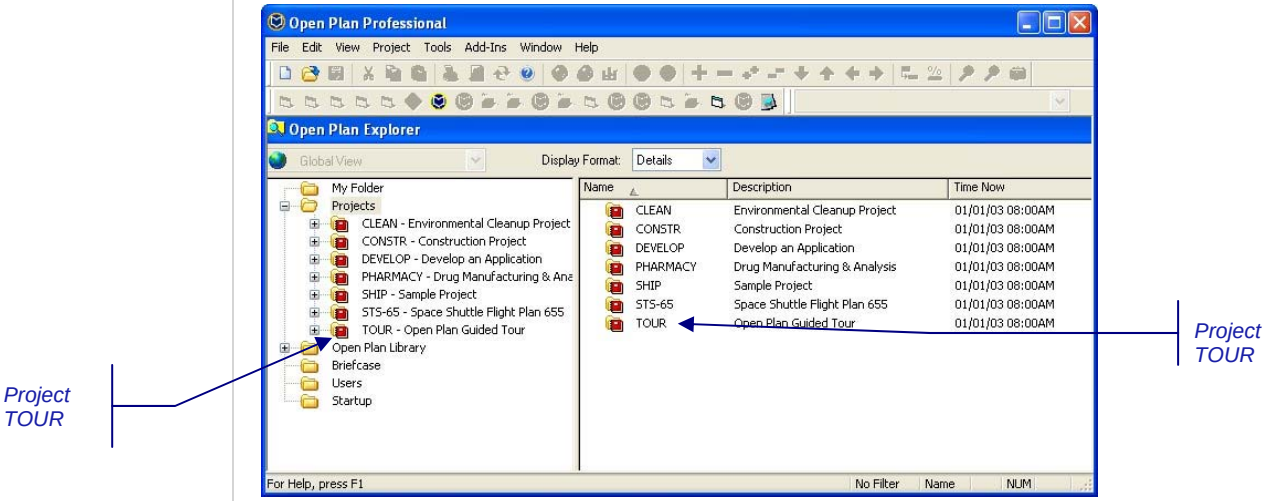
- By creating a project
- By dragging a project, view, auxiliary file, or application shortcut from another folder to **My Folder**

Deleting an object from **My Folder** deletes the link rather than the actual data.

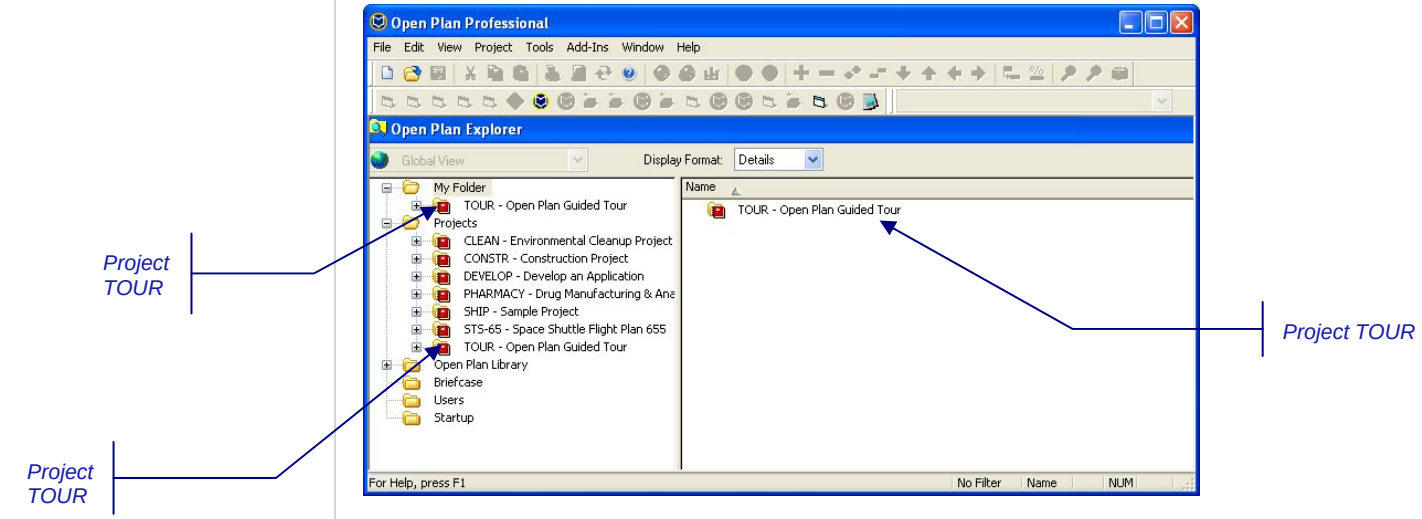
To see its contents**,** select **My Folder** in the hierarchical pane. Because we have not placed any projects or views into **My Folder**, the contents pane on the right is empty.

Projects

The **Projects** folder contains all the projects in the data source to which you have been given rights to view or manipulate. When you create a new project, it is placed in this folder along with its views and auxiliary files. To locate the project we will be working with in this guide, click the **Projects** folder to expand it to show all the projects, including the project TOUR that you will be using during this tour. To see the contents of the TOUR project, you can expand it in the hierarchical pane or double-click it in the contents pane.



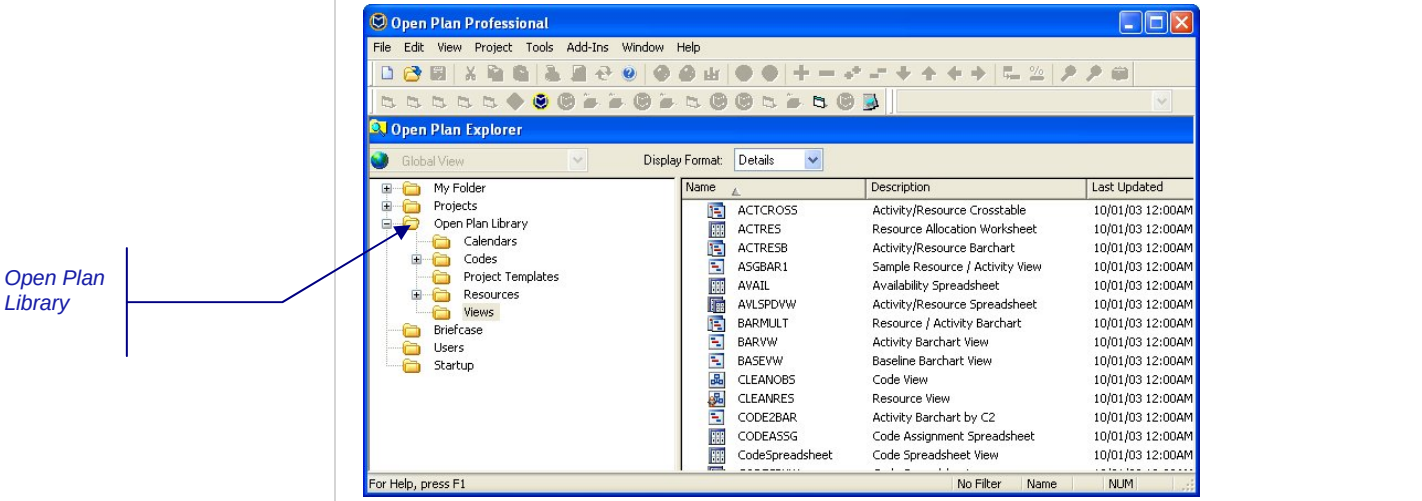
Because we will be using the TOUR project throughout the Guided Tour, we're going to create a link to it in **My Folder**. This will make it easier to locate the TOUR project later in the tour. To create a link to the TOUR project in your personal **My Folder**, click the TOUR project in either the Hierarchical Pane or in the Contents Pane, and drag the icon to **My Folder**. Project TOUR should now be located in **My Folder** and in the **Projects** folder.



Open Plan Library

The **Open Plan Library** contains auxiliary files (calendars, codes, and resources), templates, and views that you may use for projects. Each type of file has its own subfolder. You may assign an auxiliary file to a project by dragging the file from the **Open Plan Library** to the target project folder.

To access the available views, expand the **Open Plan Library,** and click the **Views** folder in the hierarchical pane. You can also select the **Open Plan Library** and double-click the **Views** folder in the contents pane:

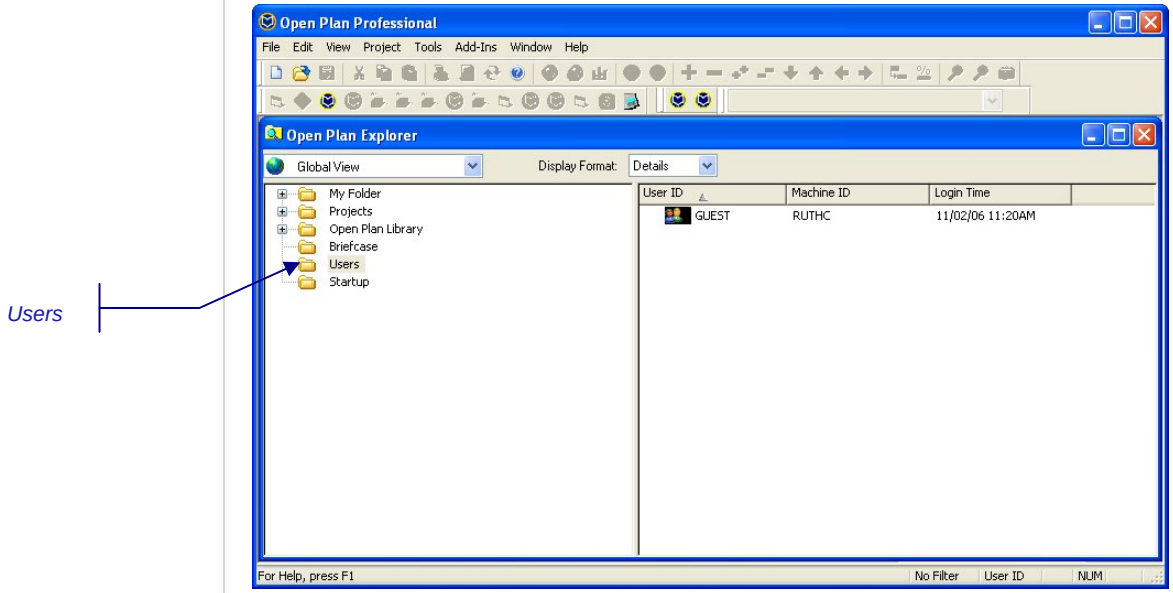


Briefcase

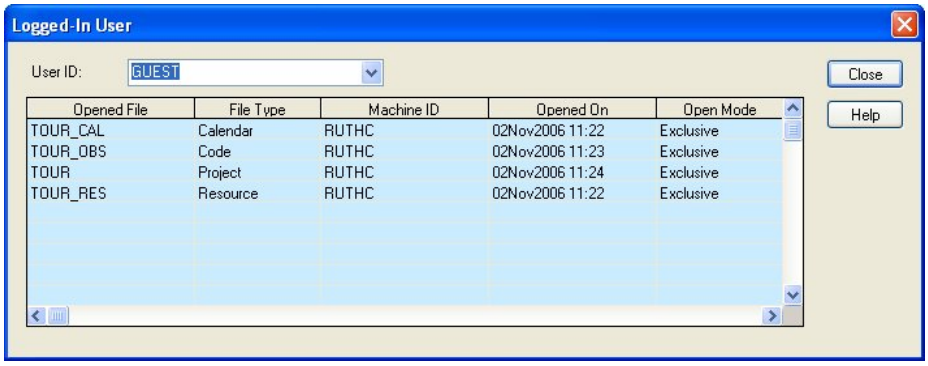
Briefcasing allows you to check out a project, work on it, and then check it back in. Checking out a project is similar to opening a project in **Exclusive** mode. While you have the project checked out, you are the only person who can save changes to it. A project that is checked out cannot be modified by other users until it has been checked back in. Checking out a project is useful when you must maintain exclusive rights to the project over a long period of time. The contents of the **Briefcase** folder should be empty since no projects are currently checked out.

Users

The **Users** folder displays a list of users who are currently logged into Open Plan:



You should see your User ID listed among the users who are currently logged into Open Plan. To view information about projects a user has open, right-click the user's User ID, and click **Properties** on the context menu.



The **Logged-In User** dialog box lists the files the user has open, the type of files open, the user's machine ID, when the files were opened, and the mode in which they were opened.

To see the properties of a different user, select the desired user from the drop-down menu at the top of the **Logged-In User** dialog box. The users are identified by their User IDs.

Startup

The **Startup** folder is used to store shortcuts to data or applications that you want to start each time you start Open Plan.

For example, you can store shortcuts to Open Plan projects and auxiliary files in the Startup folder to open these files automatically when Open Plan starts.

You can also store a shortcut to another application such as Windows Notepad to have it start automatically when you launch Open Plan. To create a shortcut to

Windows Notepad, drag the Windows Notepad icon into the Open Plan **Startup** folder. To remove the link, delete the icon to Windows Notepad in the **Startup** folder.

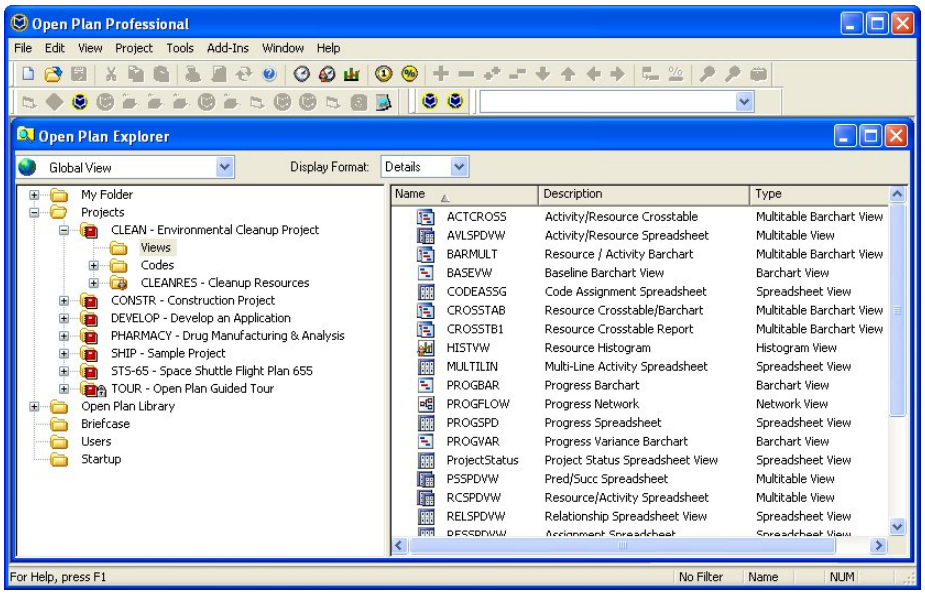
The Contents Pane

The right pane of the Open Plan Explorer displays the contents of the currently selected object in the Hierarchical pane. There are three display formats:

- **Details** – The **Details** format displays not only the name of the object, but also information such as description, open mode, user ID, and so on. You can control the type of information displayed in the **Details** format by customizing the folder headings.
- **Small Icons** – A small icon displays for each object as well as its name.
- **Large Icons** – A large icon displays for each object as well as its name.

By hovering the cursor over an object while in either the **Small Icon** format or the **Large Icon** format displays a brief description of the object.

To see how files display in the Contents pane of the Open Plan Explorer, expand the **Projects** folder in the Hierarchical pane and then expand the project folder **CLEAN**. Next, select the **Views** folder. In the Contents pane you will see all the different views currently associated with the project CLEAN. By default, the display format is set to **Details**.



To change the display format, click the down arrow in the **Display Format** option box located at the top of the Open Explorer window and make your selection.

Customizing the Open Plan Explorer

You can customize many of the features within the Open Plan Explorer to suit your needs. You can customize folders in the Hierarchical pane, as well as columns, views within the columns, and the size of the panes.

For more information about customizing the Open Plan Explorer, refer to Chapter 3, “Getting Started,” in the *Open Plan User's Guide.*

Backing Up and Restoring Open Plan Data

The Backup and Restore features of Open Plan allow you to backup calendar, code, project, resource, and view data in a file that you can save on your computer and then use to restore the data.

When you create a backup file, you can include as many different items as you want. For example, if you back up a project, you can include all its auxiliary data, views, and user data in a file with the extension of .bk3. When you are ready to restore the file, you can choose which files in the bk3 file to restore.

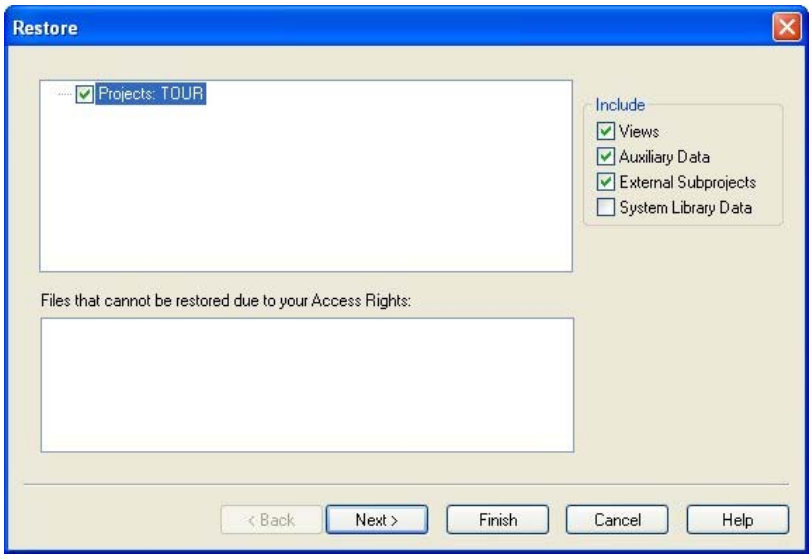
Before we open the project TOUR, we will restore it first. This ensures that the data you will be working with is in its original state so that you can follow the guided tour accurately.

If TOUR is open by another user, you cannot restore it at this time. In order to restore TOUR, no other users can have it open at the same time as you.

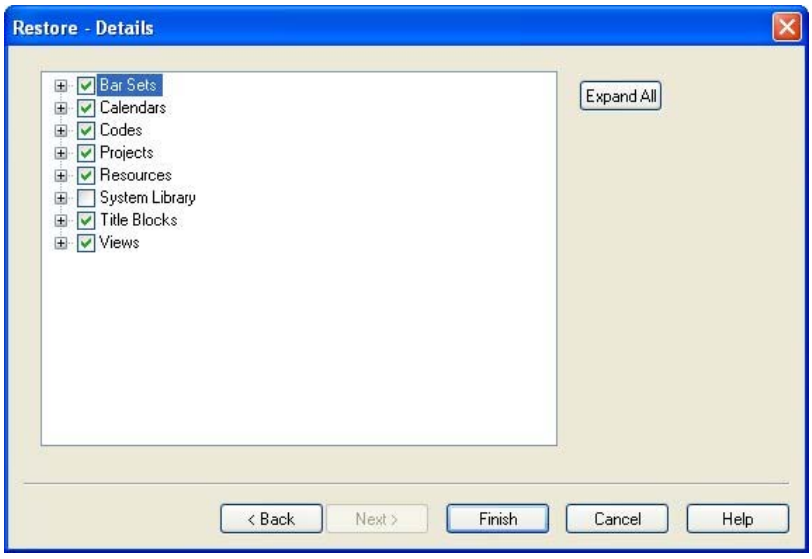
Display the **Restore File** dialog box by pointing to **Manage Files** on the **File** menu and then by clicking **Restore File** on the submenu.

In the **Open** dialog box, select the backup file **TOUR** located within your Open Plan\Sample Data folder**,** and click **Open**.

The first page of the **Restore** wizard displays.

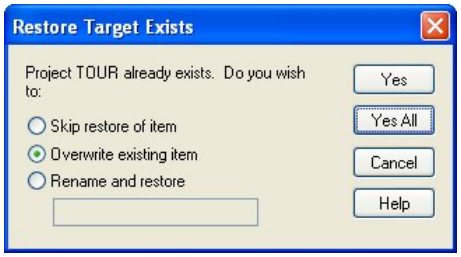


The project **TOUR** is selected to be restored along with its **Views**, **Auxiliary Data**, and **External Subprojects**. Click **Next** to display the **Details** page of the **Restore Wizard**.



All the files associated with the project TOUR have been selected for the restoration process. You can expand the hierarchy to view individual files by clicking **Expand All**. Click **Finish**.

- If the item exists on the target database, Open Plan displays the **Restore Target Exists** dialog box:



Select **Overwrite existing file,** and click **Yes All,** because you want to overwrite all the files associated to the TOUR project. You have now restored the TOUR project.

If you do not complete the Guided Tour in one setting, you must restore the data for the project TOUR before resuming. Once project TOUR has been restored, you can start the Guided Tour where you left off last.

Now you are ready to start working with the project and its views.

2

Exploring a Barchart View

Opening a Project **17**
Displaying Activity Information **21**
Working with Bars **24**
The Spreadsheet Pane **27**
The Histogram Pane **31**
Selecting Resources **32**

Opening a Project

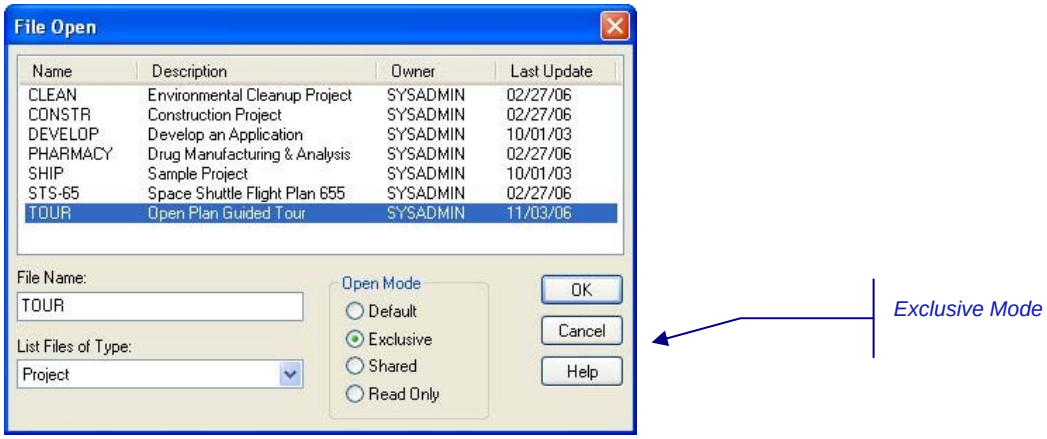
Open icon

In Chapter 1, we restored the project TOUR, which was originally installed during the Open Plan installation process. To open the restored project, take one of the following actions:

- On the toolbar, click the **Open** button.
- Press **Ctrl+O**.
- On the **File** menu, click **Open**.

> You can also open a project by right-clicking it, pointing to **Open**, and clicking the mode in which to open it. This method bypasses the use of the **File Open** dialog box.
>
> For the purpose of this guided tour, please use the **File Open** dialog box using one of the above methods to open project TOUR.

Open Plan responds by displaying the following dialog box:



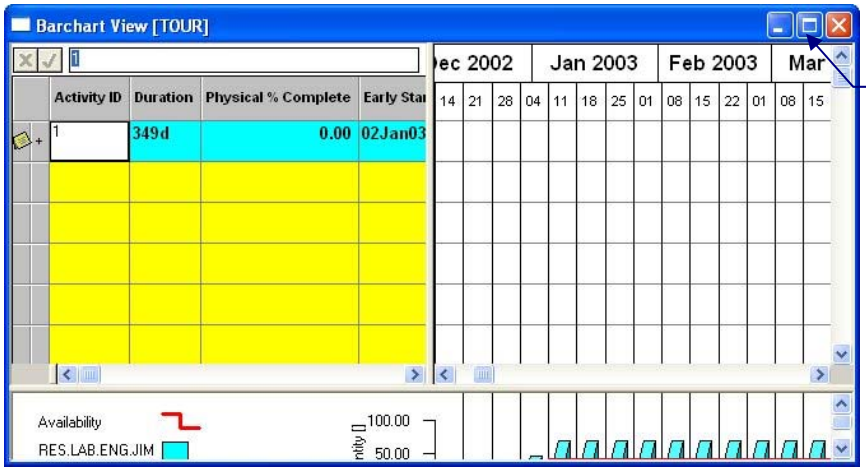
Select the project **TOUR – Open Plan Guided Tour**. Before you can open the file, you must specify one of the following modes:

- Exclusive — Allows you to update file information and save changes. The file will only be available to other users in the **Read Only** mode, while you are using it.
- Shared — Other users can open the file and make changes while you have it open.
- Read Only — You can open the file, but you cannot edit the information in any way.

> If another user has project TOUR open in **Exclusive** or **Shared** mode when you are trying to open it, the **Exclusive** option is disabled.

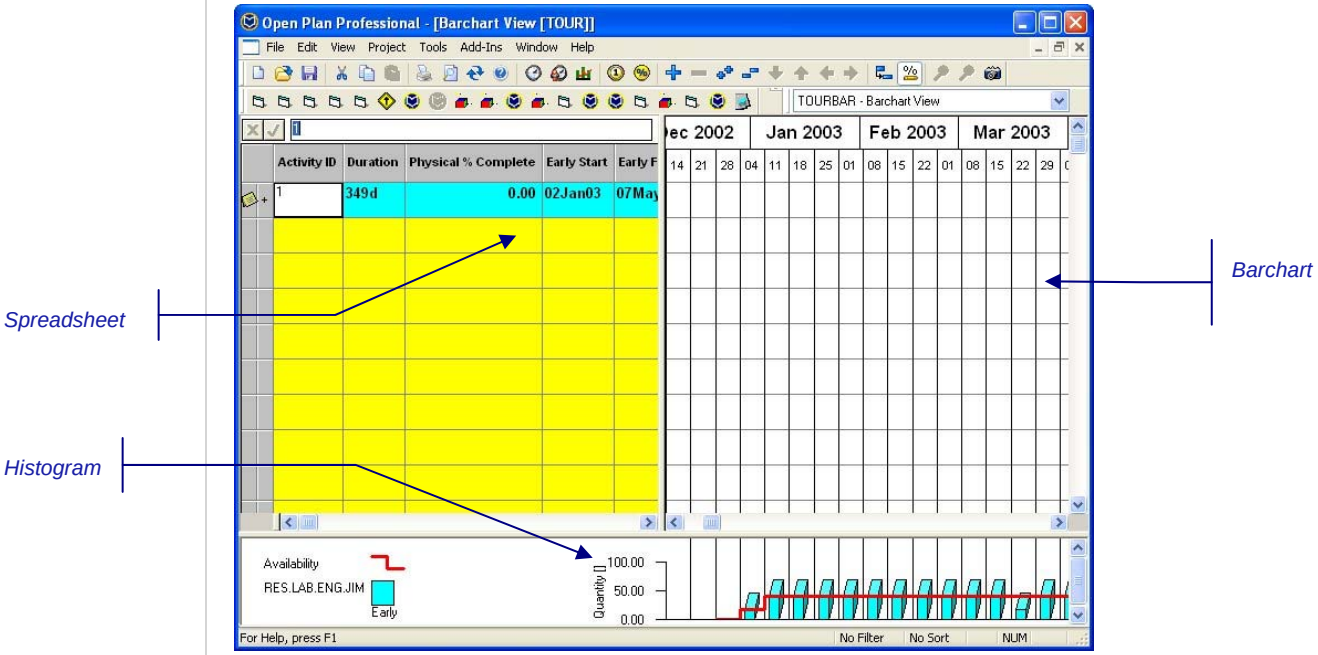
To complete the Guided Tour, you must open the project in **Exclusive** mode.

When you click **OK**, the project opens and the barchart view TOURBAR displays. It is the default startup view for this project.



If the TOURBAR does not open automatically, locate it by either double-clicking **Views** in the Contents pane or expanding the TOUR folder and clicking the **Views** folder in the Hierarchical pane. To open the view, double-click the barchart view named **TOURBAR**.

Maximize the TOURBAR view.



The view is divided into three panes: a barchart, a spreadsheet, and a histogram. All three are synchronized, so at any given time you can see information about one or more activities displayed as a date-driven bar (in the barchart portion), a tabular format (in the spreadsheet portion), and as a resource histogram (in the histogram portion). The date scale at the top of the barchart controls the histogram as well as the barchart; each bar in the histogram represents the resources required for the span of time represented by the smallest unit on the date scale — in this case, seven days.

Pane Boundary cursor

Pane Boundary cursor

Each of the different scroll bars in the view allows you to display more information. For example, use the horizontal scroll bar beneath the spreadsheet to see additional fields.

You can also resize the different panes of the view by dragging the vertical or horizontal boundaries between the panes. (The cursor changes to the Pane Boundary cursor, displayed to the left.)

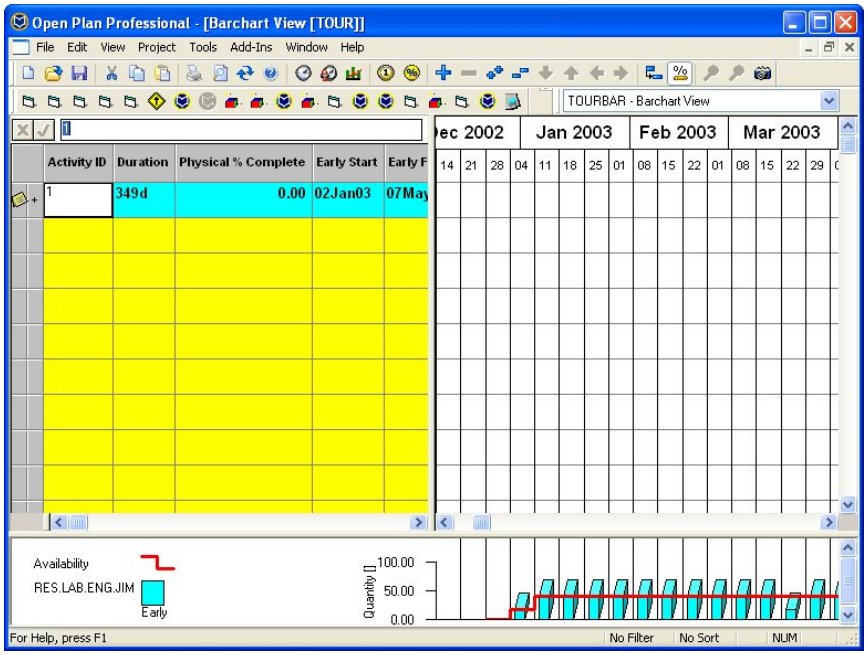
By right-clicking different areas of the view, you can display different context menus related to that area. For example, try right-clicking the following areas:

- The selection buttons at the left of the activity rows in the spreadsheet
- The column headings in the spreadsheet
- A cell in the spreadsheet
- The barchart date scale
- An activity bar
- Anywhere in the histogram

As you become more familiar with Open Plan, you will find these context menus a handy way to access commands throughout the application.

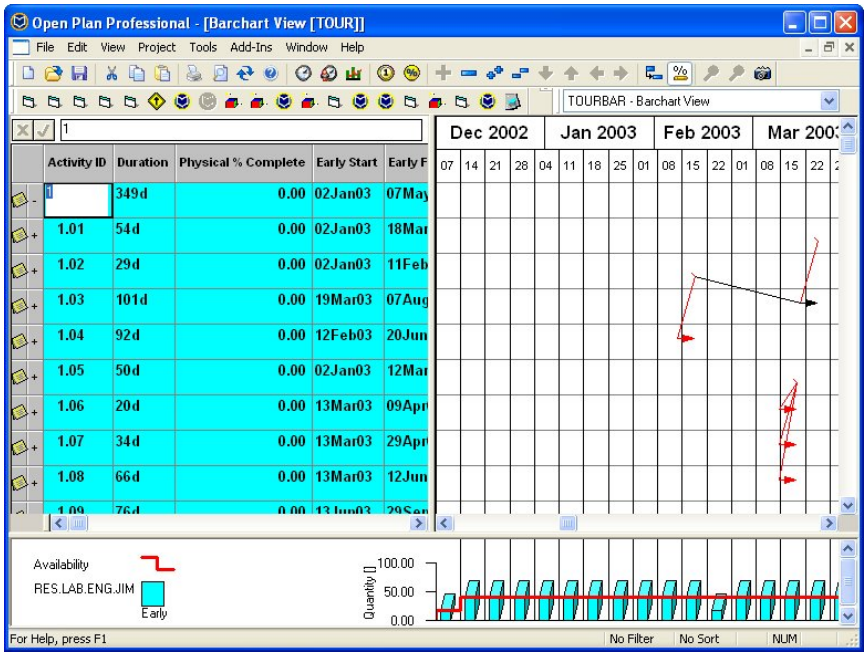
In this view, a single activity bar displays. We can tell that this activity represents a collapsed subproject since the outlining button that appears to the left of the **Activity ID** displays a **plus sign** (+).

Outlining button



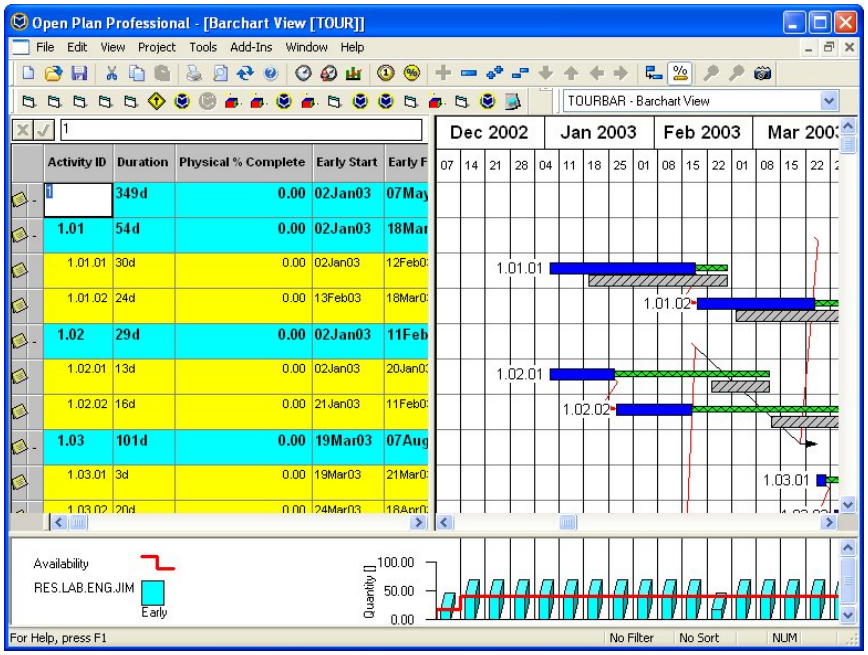
You can easily expand and collapse activities by using the buttons on the toolbar. To expand this subproject to the next level of detail, click the outlining button, or click the **Expand** button on the toolbar:

Expand button



Expand All button

You can now expand individual subprojects, or you can expand them all at once by clicking the **Expand All** button on the toolbar.



Collapse button

Collapse All button

To roll up (or collapse) the children of a subproject, select the subproject, and click the **Collapse** button on the toolbar. To roll up all the subprojects in a single operation, click the **Collapse All** button on the toolbar.

By using the **Expand** and **Collapse** commands, you can set up a view displaying the precise level of summarization or detail you need to communicate important project information.

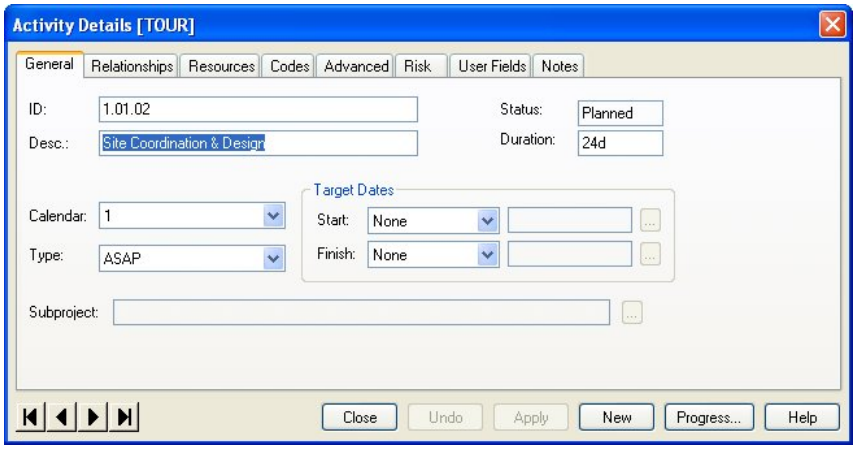
For this Guided Tour, make sure all the projects are expanded using the **Expand All** command.

Displaying Activity Information

The **Activity Details** dialog box offers a convenient way to display many different types of information about an individual activity. To display this dialog box, take any of the following actions:

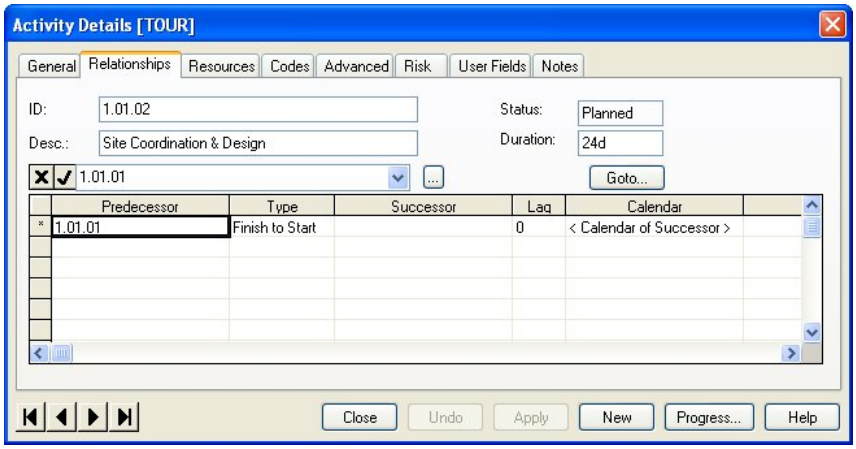
- Double-click either the activity row in the barchart or the selection button at the left edge of the activity row in the spreadsheet.
- Select the activity row by clicking the selection button, and click **Edit Activity** on the **Edit** menu.
- Right-click either the selection button or the activity row in the barchart, and click **Edit Activity** on the context menu.

For example, if you display the **Activity Details** dialog box for activity 1.01.02, Open Plan displays the following information:



Here you can see the basic information about the activity: ID, description, duration, calendar, and any assigned target dates.

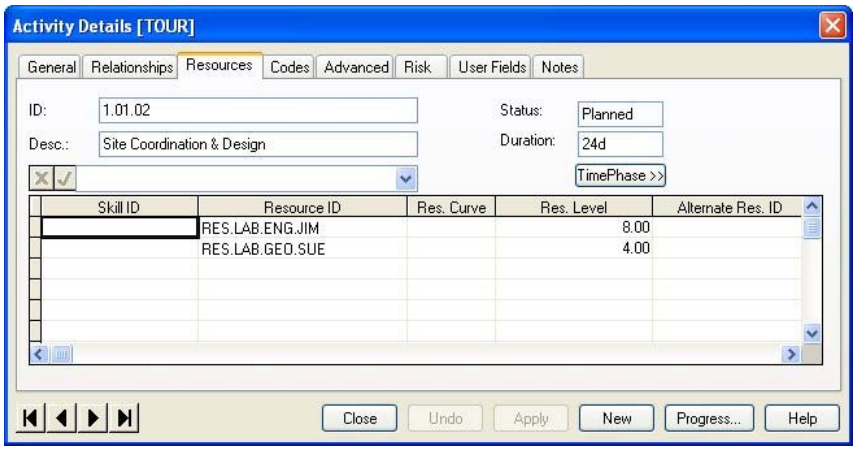
To see information about the predecessor and successor relationships of 1.01.02, click the **Relationships** tab:



As you can see, activity 1.01.02 has a Finish to Start relationship with its predecessor, activity 1.01.01. The activity has no logical successors.

If you hover your cursor over the predecessor's ID, Open Plan displays that activity's description.

Click the **Resources** tab to see the resource assignments for the activity:



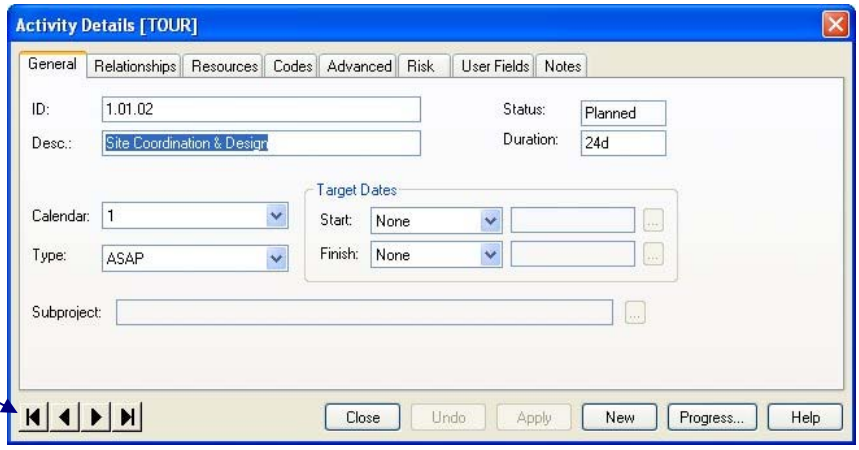
Activity 1.01.02 has two resources assigned: Jim for 8 hours each day and Sue for 4 hours each day.

If you wish, click the other tabs to see the rest of the information displayed for the activity.

Notice that the **Activity Details** dialog box is modeless — that is, you can leave this dialog box open while performing other operations. This allows you to open the dialog box in a view and display the detailed information for specific activities simply by clicking them.

To see how this feature works, select another activity in the spreadsheet or barchart portion of the view and notice how the information for the new activity appears in the **Activity Details** dialog box.

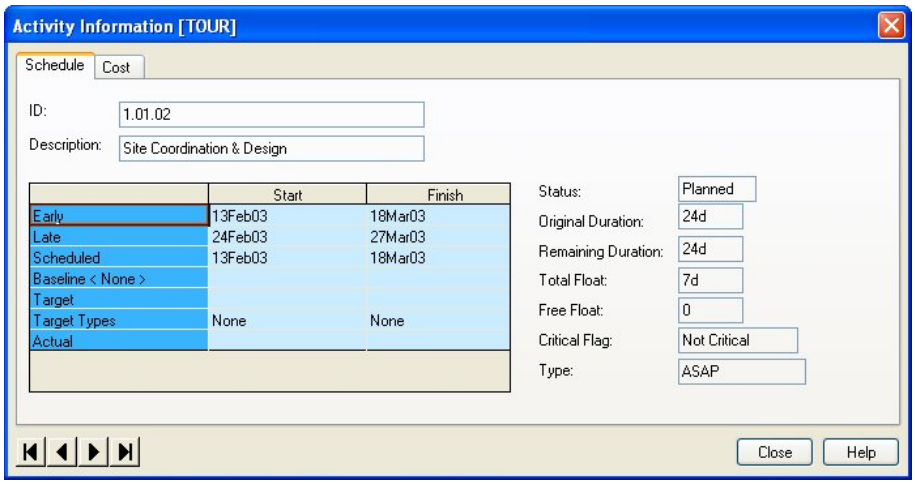
You can also scroll through the activities of a project by using the navigation buttons displayed in the lower left corner of the **Activity Details** dialog box:



Navigation buttons

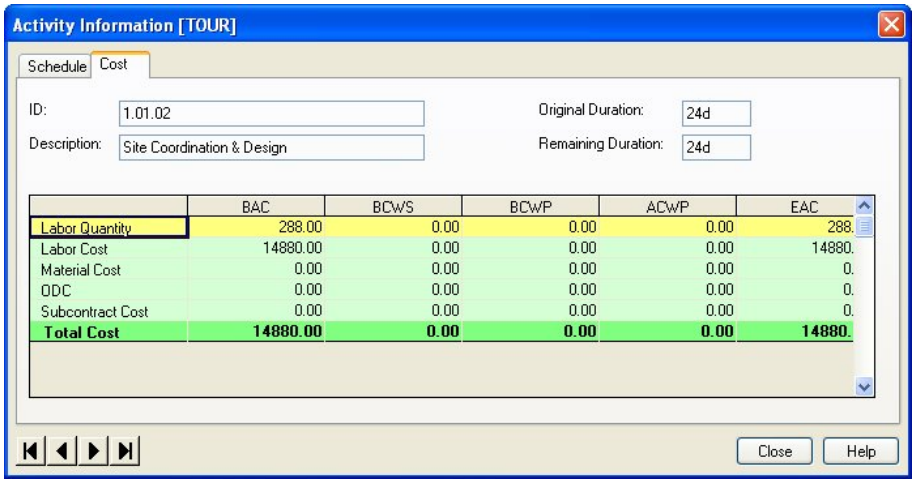
If you have selected a group of activities in the underlying view, you can scroll through the selected group using these controls. For example, to see the activity details of activity 1.01 and its two children, select their activity rows while holding the **Shift** key down. As you navigate in the **Activity Details** dialog box you will only have the options of viewing the details for activity 1.01 and its children.

It is possible to display other types of dialog boxes while keeping the **Activity Details** dialog open. For example, to see the current status of an activity, click **Activity Information** from the **Edit** menu. Open Plan displays the following tabbed dialog box:



The **Schedule** tab of this dialog box (which, like the **Activity Details** dialog box, is modeless) displays a number of schedule-related items about the activity, including the remaining duration for the activity, the start and finish dates calculated by time analysis and resource scheduling, and the activity status (planned, in-progress, or complete).

To display cost information about the activity, click the **Cost** tab:



Here you can see the budgeted and actual costs for the activity in both the current and the baseline copy of the project.

When you have finished examining the information for the activity, close both dialog boxes by clicking **Close**.

Working with Bars

Bar Data Mode button

Relationship Mode button

Target Start cursor

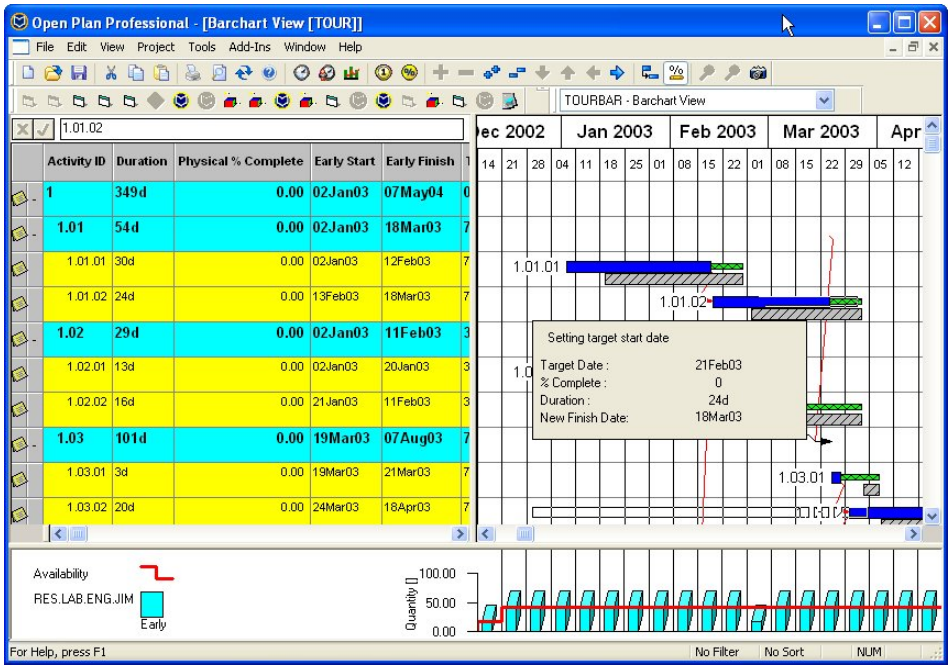
In addition to entering activity information using the **Activity Details** dialog box, you can enter information in a barchart view using one of two special modes:

- Bar Data Mode — Allows you to enter activity durations, target start dates, and progress
- Relationship Mode — Allows you to draw relationships between activities

To demonstrate the **Bar Data Mode**, first verify that this is the current mode by clicking the **Bar Data Mode** button on the toolbar or by clicking **Bar Data Mode** on the **View** menu.

Next, position the cursor over the activity bar for activity 1.01.02 to perform the following operations:

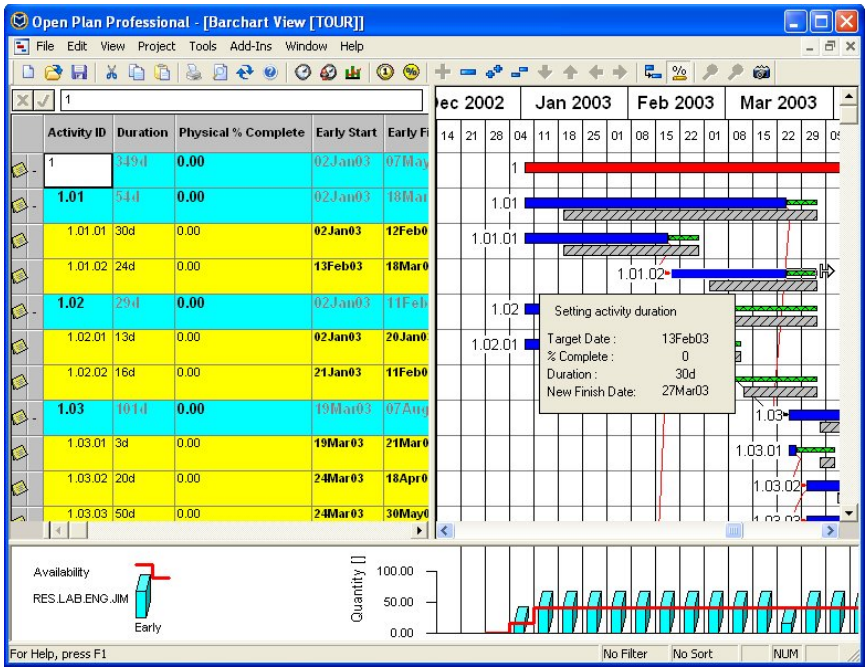
- To set a new target start date, position the cursor over the middle of the activity 1.01.02 bar so that the cursor shape changes to a double-headed arrow, and drag the bar until the new target start date is 21Feb03.



Duration cursor

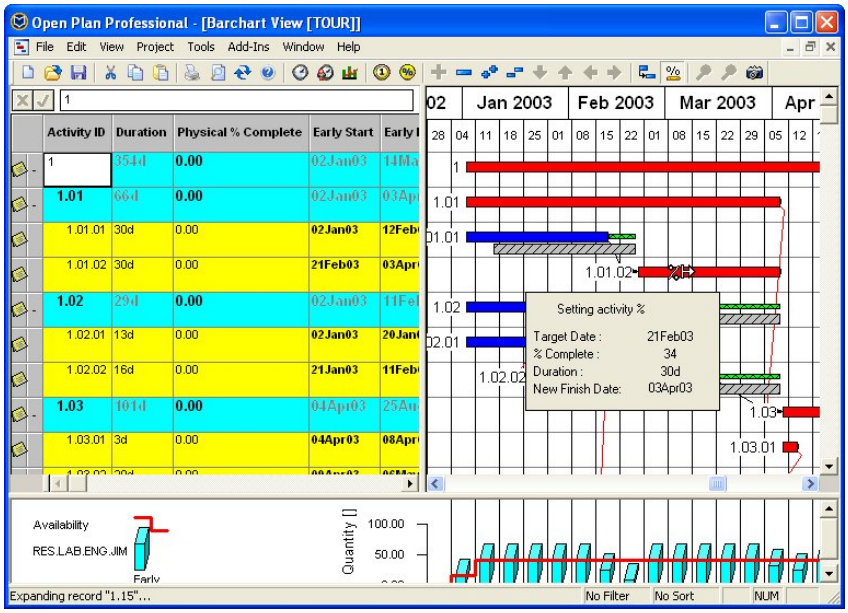
- To define the activity duration, position the cursor at the right edge of the bar so that the cursor shape changes to a right-facing arrow, and stretch the bar until the new duration is 30 days.

  Notice that the activity bar has turned red. This indicates that Activity 1.01.02 is now on the critical path for the project.



Progress cursor

- To specify the completion status of the bar, position the cursor at the left edge of the bar so that the cursor shape changes to a percent arrow, and drag to the right until the percent complete is 34%.



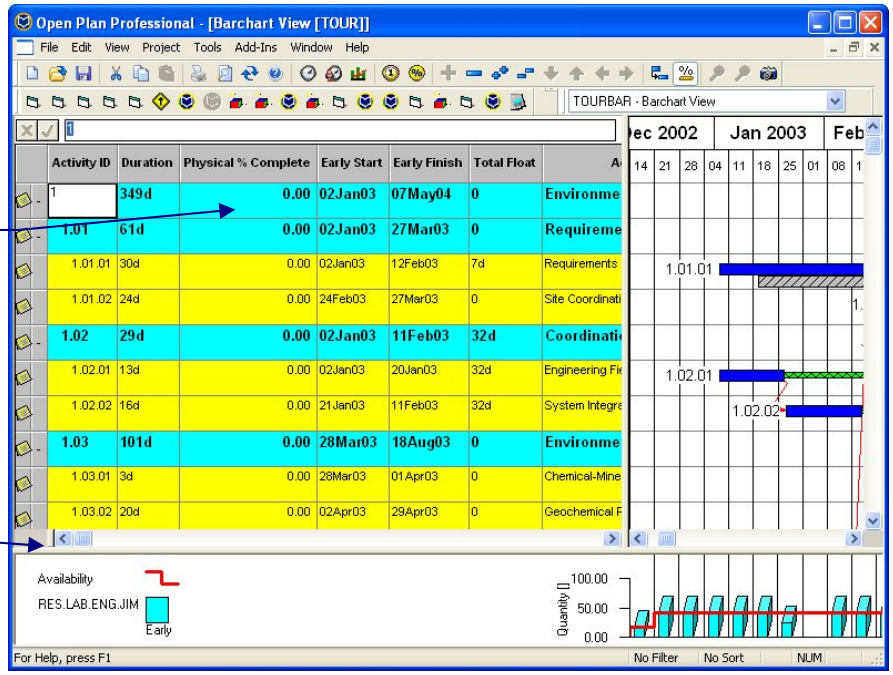
Notice that the dates for the activities immediately reflect the changes you have made to the bars. By default, Open Plan automatically performs a time analysis on the TOUR project each time the relevant project data changes.

Time Analysis button

You may find that you do not want Open Plan to recalculate dates each time you update project information, particularly if you are working with very large projects. In that case, you can disable this automatic analysis feature and perform time analysis on an as-needed basis. Click the **Time Analysis** button on the toolbar to run time analysis. If you want to view the time analysis properties first, click the **Time Analysis** command from the **Tools** menu and run time analysis from the dialog box displayed.

The Spreadsheet Pane

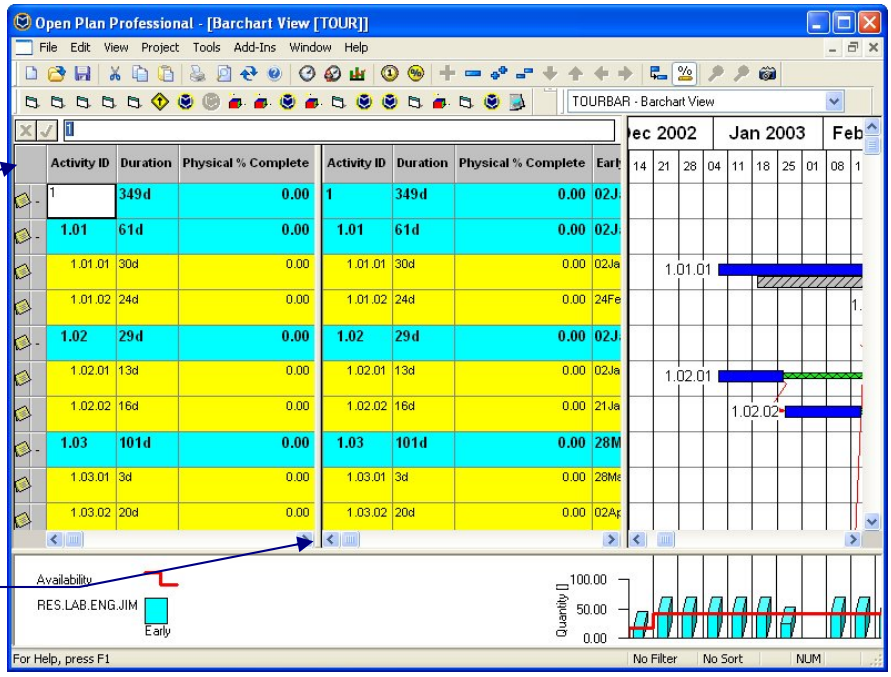
The spreadsheet pane in a barchart view includes all the features of a stand-alone spreadsheet view. To explore these features more fully, we can begin by dragging the vertical boundary of the spreadsheet pane to the right to expand its portion in the view:



The spreadsheet has several features common to many spreadsheet applications. For example, you can resize columns by dragging the column boundary in the column-heading field. To move a column, drag the column heading. If you right-click a column heading, a context menu displays that allows you to perform such operations as add, insert, or remove columns.

You can also split a spreadsheet to make it easy to keep certain columns in view.

Position the cursor over the splitter control in the bottom left corner of the spreadsheet pane next to the left scroll arrow. When the cursor changes to a double-headed arrow, drag the splitter bar to the right, as shown here:



Frozen columns

Splitter Bar

To remove the division within a spreadsheet pane, move the splitter control back to its origin in the bottom left corner of the pane.

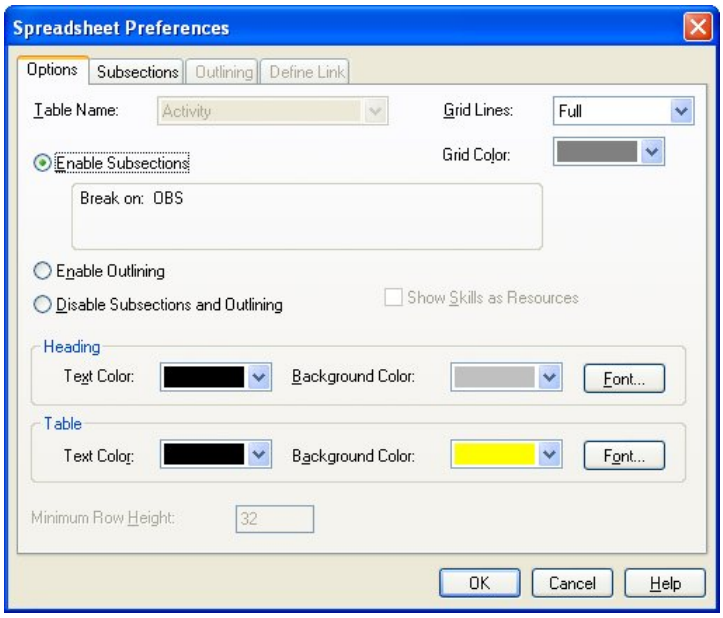
To enter data in an editable spreadsheet cell, select the cell (by clicking it or using the **Tab** or **Arrow** keys), and enter the information using the edit box displayed above the column headings. You can also enter data directly in a cell by clicking the cell.

Some types of cells require a different technique for entering data. For example, some cells, such as those for assigning activity calendars, can contain only valid entries. To enter data for these cells, you must select the cell and then select a valid entry from the list displayed in the edit box. Other cells contain values that refer to different data tables (codes, for example). For these cells, you must click the **Ellipsis** button next to the edit box to display a list of valid choices for that field.

The spreadsheet also displays fields for which Open Plan calculated the value. When you double-click this type of cell, Open Plan responds by displaying the **Activity Details** dialog box for that activity. The fields that contain calculated values are grayed out.

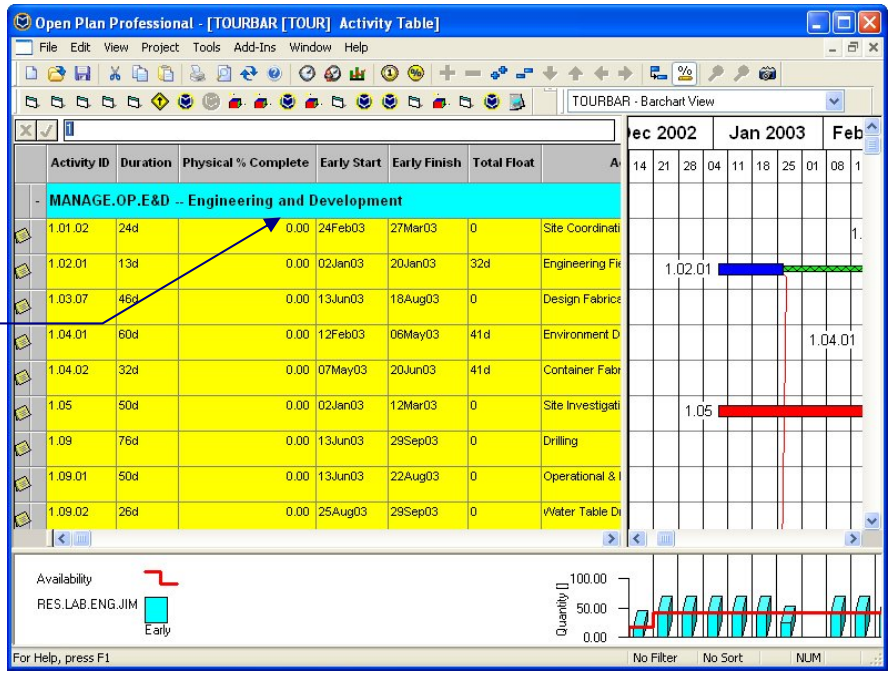
Currently the spreadsheet is outlined. When outlining is enabled, the child activities are indented and shown in a color different from their parent.

To organize the spreadsheet using subsections rather than outlining, click Spreadsheet Preferences on the Tools menu, or right-click within the spreadsheet, and click Preferences on the context menu. Open Plan responds with the following dialog box:



Subsections allow you to group related data for presentation based on the contents of an activity field. Notice that the subsections in this view are based on the code field OBS. Although you must be using the Professional edition of Open Plan to define subsectioning, users of either the Desktop or the Professional edition of Open Plan can turn subsectioning on by clicking **Enable Subsections** on this tab.

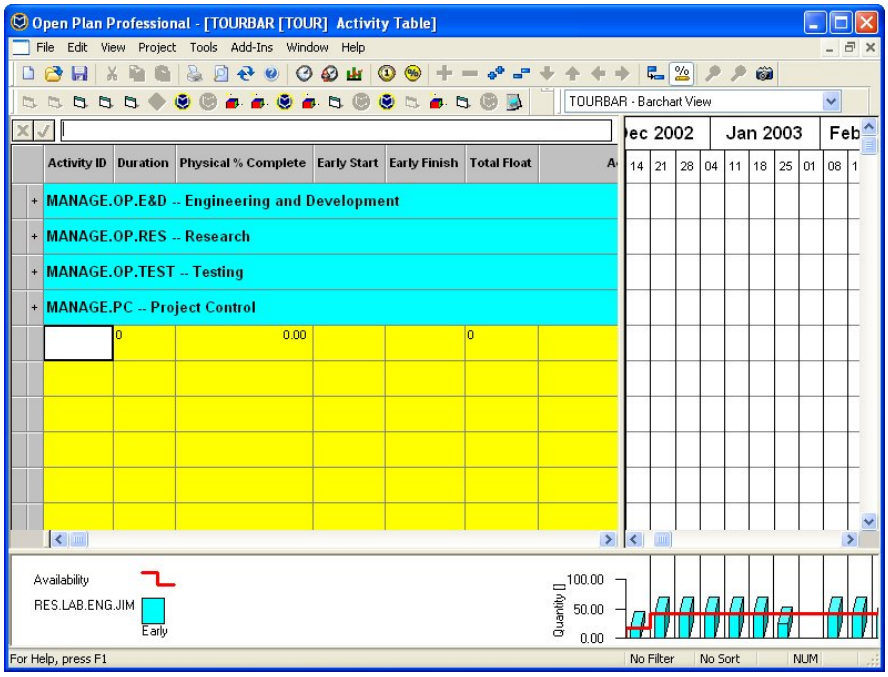
Click **OK** to return to the view with the subsections in effect:



Subsection

Collapse all subsections by clicking **Collapse All** on the **View** menu or by clicking the **Collapse All** button on the toolbar:

Collapse All button

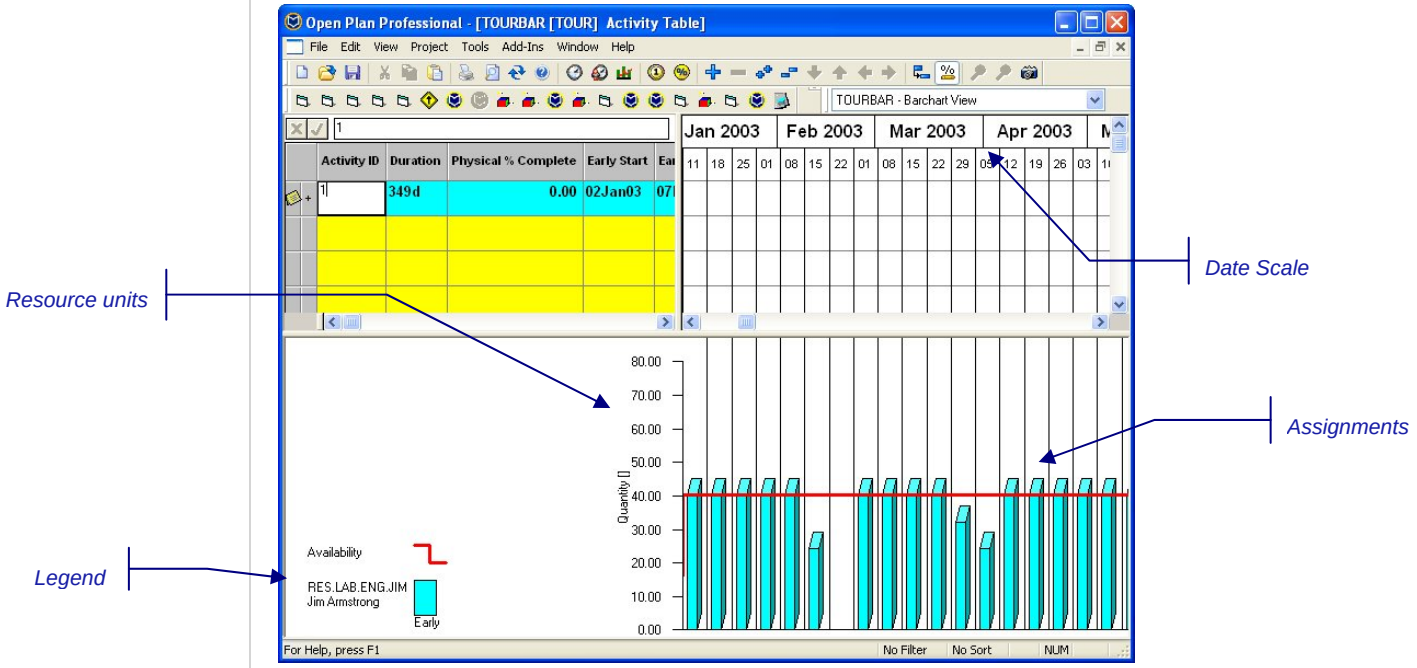


To restore the spreadsheet to the outlining mode, redisplay the **Spreadsheet Preferences dialog** box, click **Enable Outlining**, and click **OK**.

Drag the vertical boundary of the spreadsheet pane back to the left to restore the pane to its normal size.

The Histogram Pane

Like the spreadsheet pane, the histogram pane of a barchart view includes all the features of the corresponding stand-alone view. To expand the histogram area of the view, drag the boundary of the pane (located just beneath the horizontal scroll bar). You can also adjust the relative size of the histogram and its legend by dragging the vertical boundary separating the spreadsheet and barchart areas of the view.



The histogram displays information about resource assignments and costs using histogram bars, S-curves, and tables. For example, in TOURBAR you see assignments displayed as vertical bars along a horizontal date scale. Each bar represents the resource requirement for the smallest time unit defined for the date scale. The tick marks along the vertical scale represent resource units. Histograms typically include a line indicating the total availability of the resources being displayed. You can also display up to five bars for each time unit:

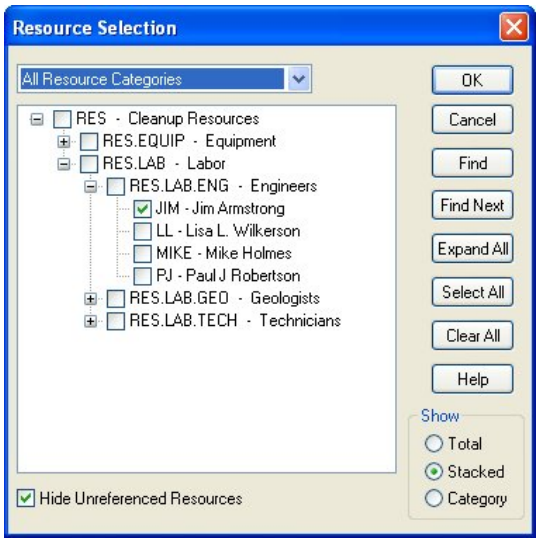
- Resource assignments based on the early dates calculated by time analysis.
- Resource assignments based on the late dates calculated by time analysis.
- Resource assignments based on baseline dates.
- Actual resource usage.
- Resource assignments based on the scheduled dates calculated by resource scheduling.

Using scheduled dates also shows where Open Plan has adjusted an assignment by splitting, stretching, or reprofiling an activity's dates.

Selecting Resources

In TOURBAR, Open Plan displays bars for resource assignments based on early dates.

To change the display of resources, click **Select Resource** on the **View** menu, or right-click the histogram area of the view, and click **Select Resource** on the context menu. Open Plan displays the following dialog box:



From this list, you can see a hierarchical representation of the resources that are in the resource file.

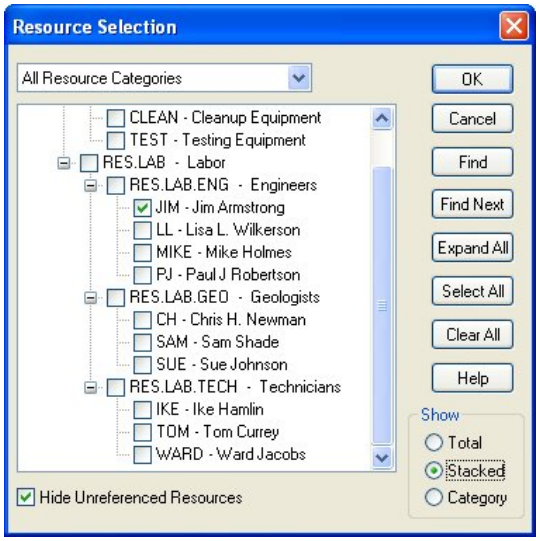
In general, resource availabilities that are reserved for another project are not displayed. When an activity is part of an external subproject, Open Plan includes resources that have been reserved for the following elements of the hierarchical project:

- The subproject to which the activity belongs
- Any higher-level external subprojects
- The master project

The resources that are displayed in the dialog box change as you apply or remove a filter. The field at the top of the dialog box contains a list of resource categories that you can use to filter the hierarchy of resources that displays:

- All Resource Categories
- Labor
- Material
- Other Direct Costs
- Subcontract
- Skills

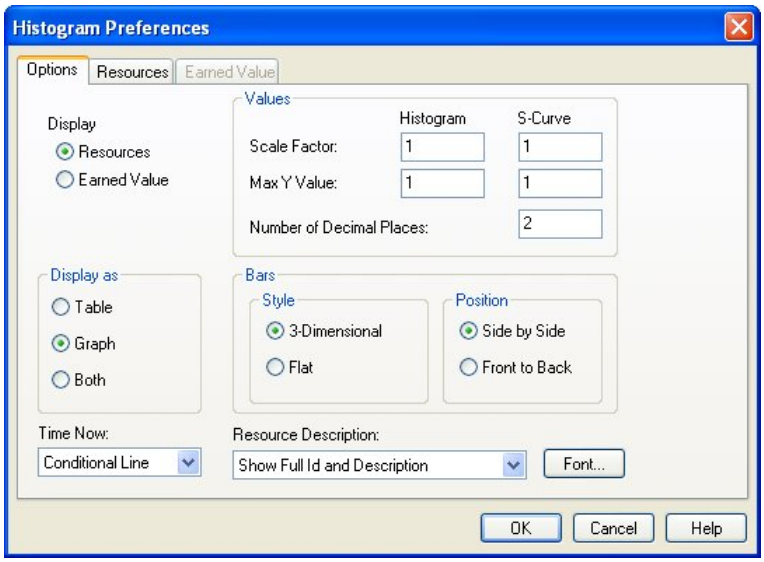
You can expand the hierarchy by clicking the **Expand All** button. Notice that the resource Jim is the only resource selected at this time.



To choose a resource, select the check box beside it. You can also select multiple resources on this tab. To return to the view, click **OK** or **Cancel**.

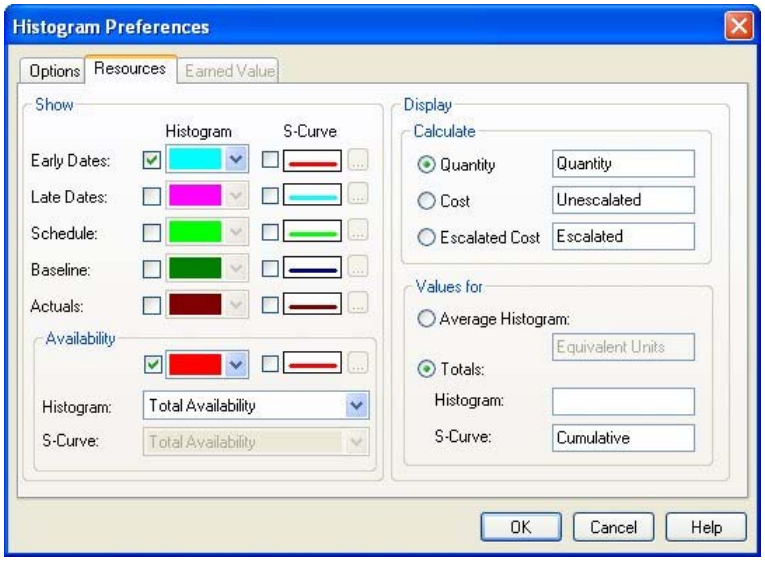
Histogram Preferences

To change the display of the histogram, click **Histogram Preferences** on the **Tools** menu, or right-click the histogram area of the view, and click **Preferences** on the context menu. Open Plan responds with the following tabbed dialog box:

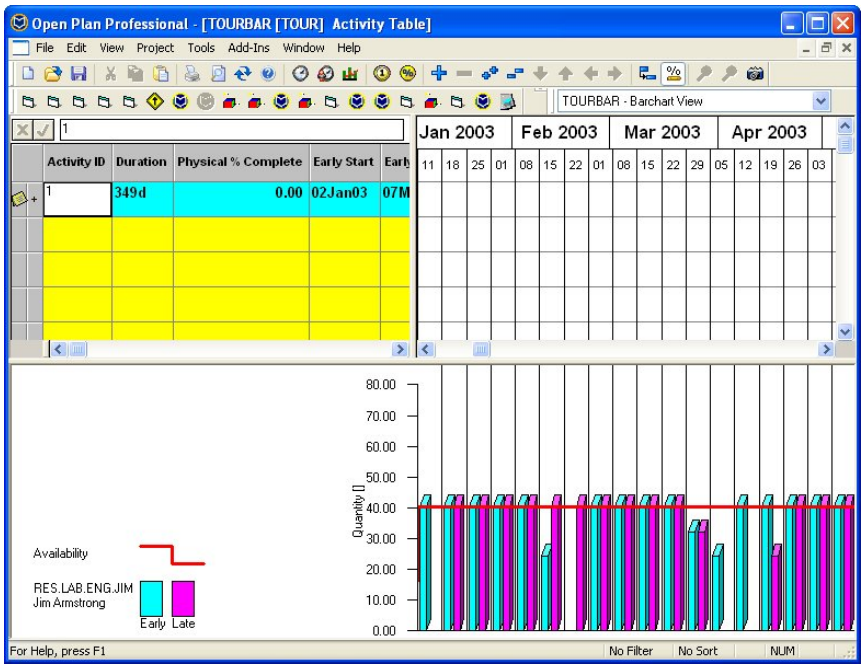


Use this dialog box to define the type of information you want to display as well as the style and position of the bars.

Click the **Resources** tab to see the definition of the resource bars displayed in the example.



To see how scheduling activities on their late dates affects the demand for this resource, select **Late Dates** under the **Histogram** column, and click **OK** to return to the view:



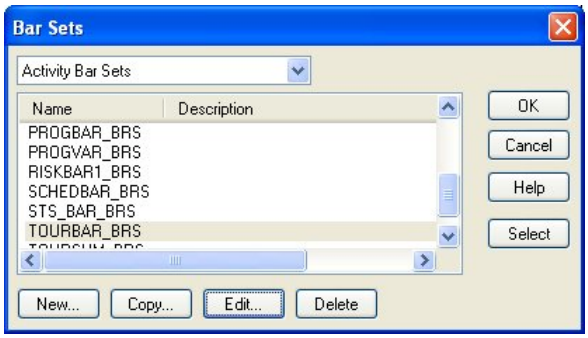
> You may need to drag the vertical boundary separating the spreadsheet and barchart areas of the view to display the expanded legend.

To restore the histogram to its original appearance, redisplay the **Histogram Preferences** dialog box, click the **Resources** tab, and clear the display of late dates.

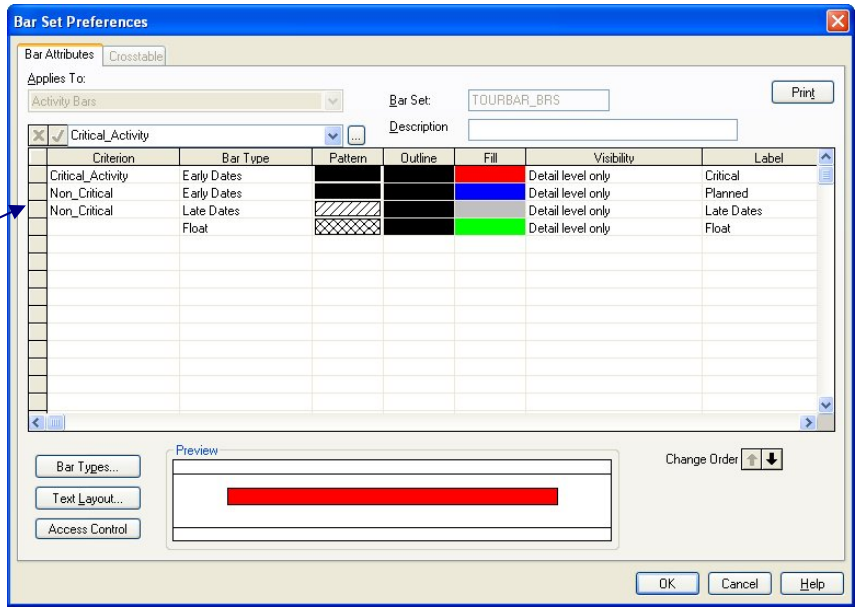
Changing the Display of Activity Bars

Before leaving the barchart view, we can take a few minutes to examine how users of the Professional edition of Open Plan can control the display of activity bars. If you are using the Desktop edition of Open Plan, this functionality is not available to you, but you may want to see how it is done. If not, you can skip ahead to the next chapter.

To change how Open Plan displays bars in a barchart, begin by displaying the **Bar Sets** dialog box. Open Plan displays this dialog box when you click **Bar Sets** on the **Tools** menu or when you right-click anywhere in the barchart portion of the view and click **Bar Sets** on the context menu:



Select TOURBAR_BRS, and click **Edit**. The **Bar Set Preferences** dialog box displays:



Selection button

Here you can see how four bars are defined:

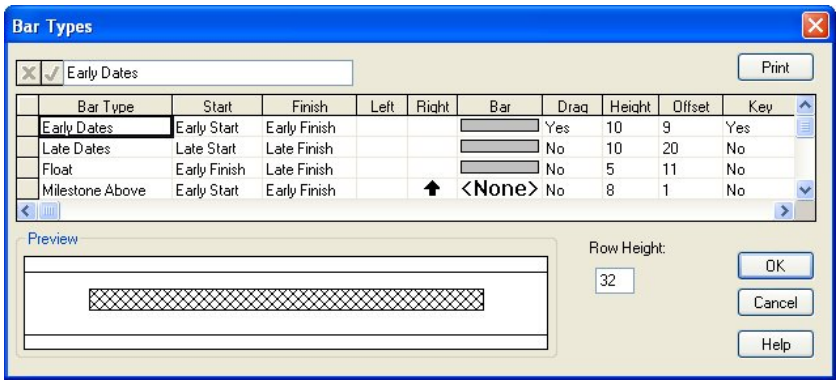
- A bar showing early dates for critical activities
- Two bars showing early and late dates for non-critical activities
- A bar showing float.

The **Criterion** setting for each bar specifies a filter that the activity must satisfy in order for the bar to be displayed. Because there is no criterion listed for the float

bar, this bar displays for all activities. Use the horizontal scroll bar beneath the list to see more settings regulating the appearance of the bars.

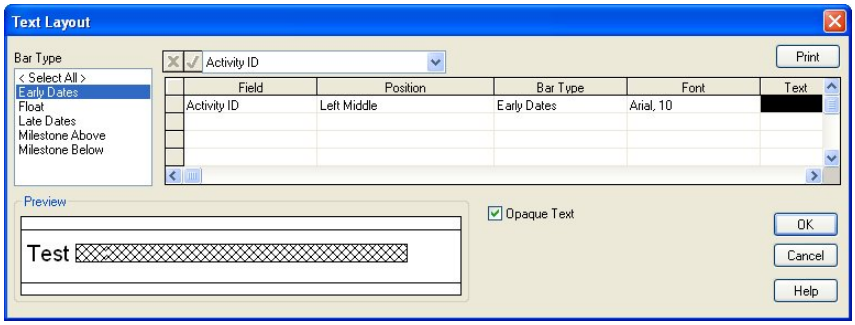
To see how a particular set of bar attributes will appear in the barchart, click the selection button for the row defining the bar to display the bar in the preview area of the dialog box. To see how different combinations of bars will appear, **Shift-click** or **Ctrl-click** multiple selection buttons.

To see the definition of the different bar types, click **Bar Types**. Open Plan responds by displaying the following dialog box:



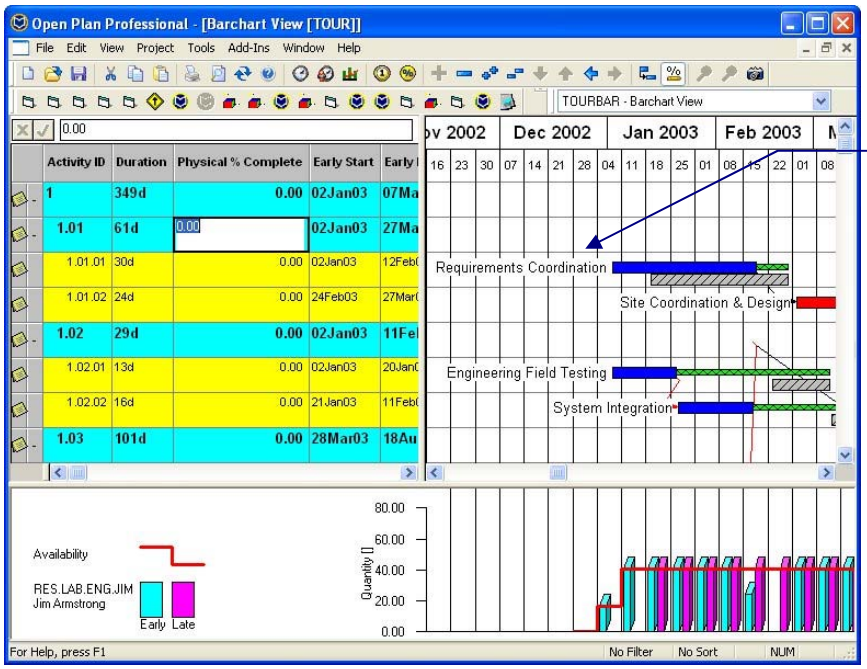
Here you can see the dates represented by the bar as well as settings that control the display of symbols and bar shapes. To return to the **Bar Attributes** tab without making any changes, click **Cancel**.

Next, click **Text Layout** to see how the text appearing with the bars is defined:



As you can see, Open Plan is displaying the **Activity ID** on the left edge of all bars showing early dates. Now change this setting by selecting the field and then selecting **Activity Desc** from the list above the grid. Notice that you can select fields from either the current or the baseline version of the project. Click **OK** to return to the **Bar Attributes** tab.

Click **OK** to return to the **Bar Sets** dialog box. Then, click **OK** again to return to the view. Expand the activities by clicking the **Expand All** button on the toolbar. Notice that Open Plan is now displaying the **Activity Desc** instead of the **Activity ID**.



Activity Desc now displays.

You may need to drag the horizontal and vertical boundaries separating the different panes in order to display the barchart view and notice the changes.

When you finish, close the barchart view TOUR without saving changes. Now you can continue with — viewing project properties.

3

Viewing Project Properties

The Project Properties Dialog Box 40

Exploring the Project Properties Tabs 41

The Project Properties Dialog Box

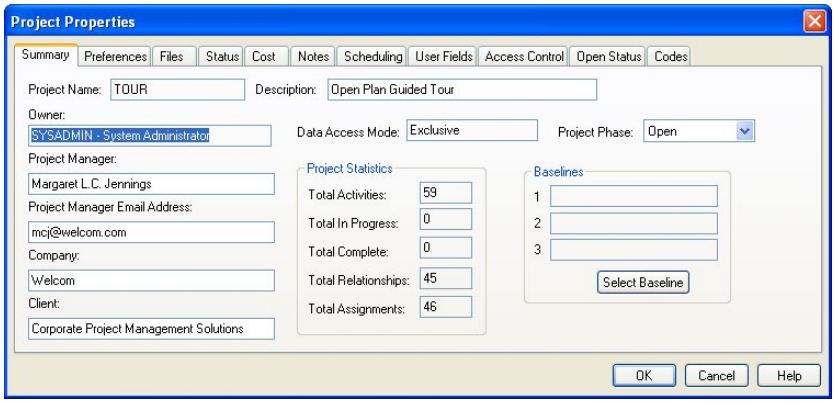
Before continuing to another view, let us explore a project's properties. In Open Plan there is a **Project Properties** dialog box that allows you to enter and view information about a particular project.

You do not have to open a project in order to view its properties. This allows users to access general information about a project without opening it. To display the properties for the project TOUR, first select the project folder in the hierarchical pane of the **Open Plan Explorer**. On the **Project** menu, click **Properties,** or right-click the TOUR project folder, and click **Properties** on the context menu.

The Guided Tour does not provide a detailed description of all the tabs in the **Project Properties** dialog box. For more information, please refer to Chapter 5, "Project Properties," in the *Open Plan User's Guide,* or select a tab and press the **F1** key.

Exploring the Project Properties Tabs

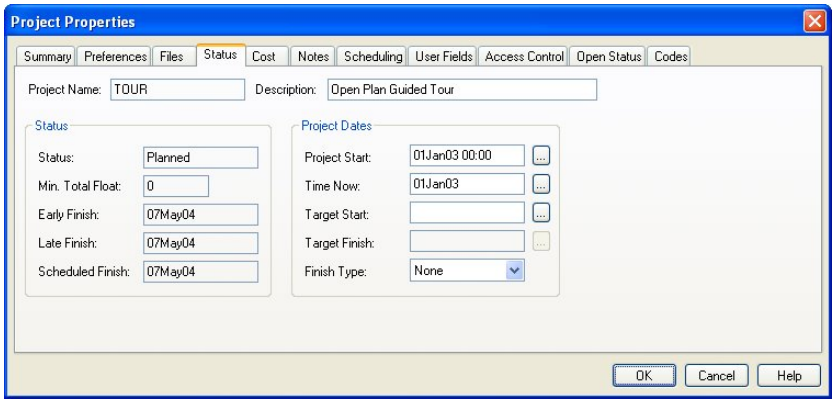
The **Summary** tab is the first tab of the **Project Properties** dialog box:



The **Summary** tab displays basic information about the project, such as its name and description, and allows you to edit the information in the fields that are not disabled. The information in the disabled fields is determined by various options within the project.

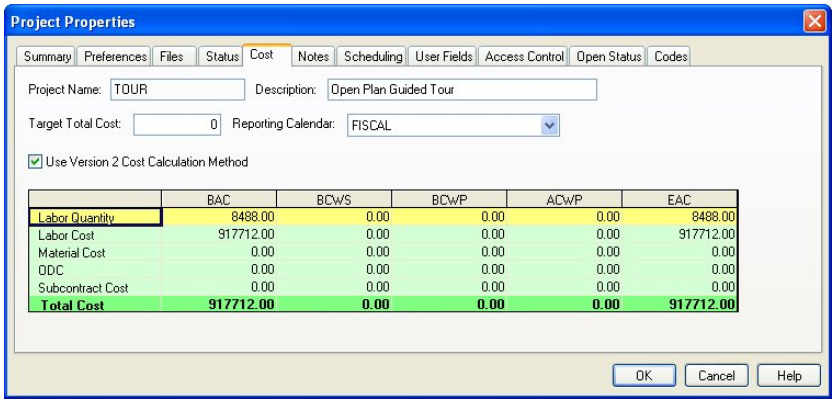
Notice that there is a field that identifies the mode in which the project is open. Because we still have the project TOUR open, the **Data Access Mode** is **Exclusive**.

To see information such as the currently scheduled completion date, click the **Status** tab:



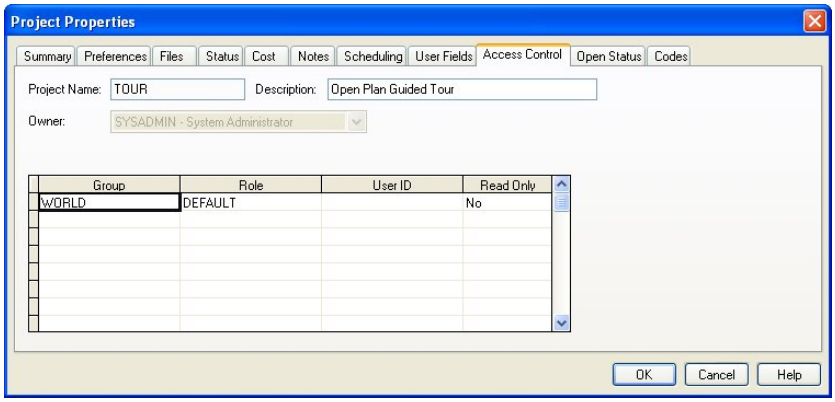
The early and late finish dates are re-calculated each time you perform time analysis within a project. Therefore, these dates may change as the project progresses.

To view summary cost information for the project, click the **Cost** tab:



The **Cost** tab allows you to define fields such as the **Target Total Cost** and the **Reporting Calendar**. You can view the budgeted and actual costs rolled up to the project level in the bottom portion of the dialog box.

The **Access Control** tab gives the owner of the file the opportunity to define the access rights that users or groups have and what role they play on the project:



In the project TOUR, the group WORLD has access to the project As GUEST; you are a member of the WORLD group. **No** is selected for the **Read Only** field which means users who have access may open the file in any mode they choose.

To see the other information stored for the project, click the various tabs of the dialog box. When you have finished viewing the information for the project, click **Cancel** to return to the Open Plan Explorer.

Now we are going to examine another project view – the Network View.

4

Exploring a Network View

Displaying a Network View 45
Expanding a Subproject 48
Customizing Activity Boxes 52
Positioning Activities 54
Network Annotations 56

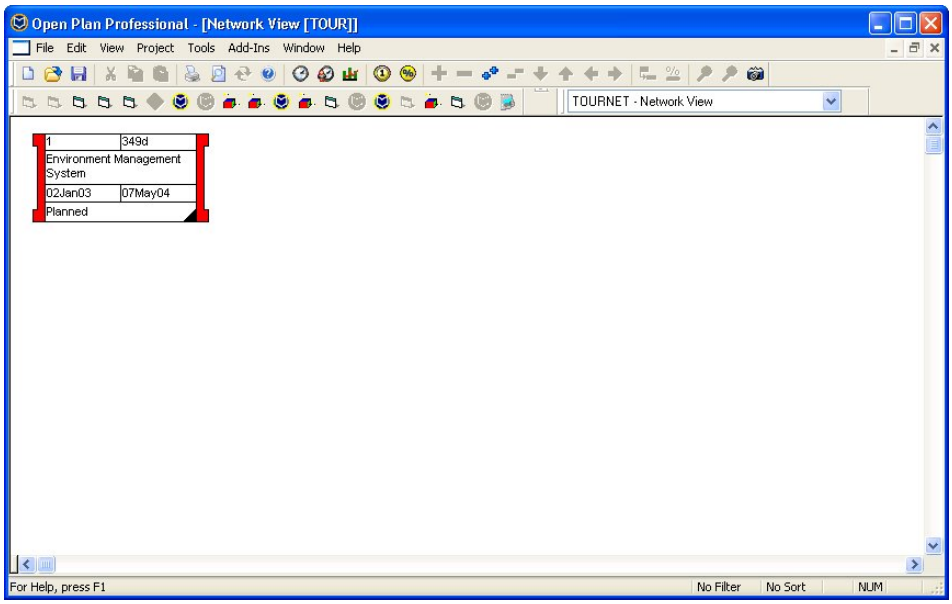
Deltek

Displaying a Network View

Network View icon

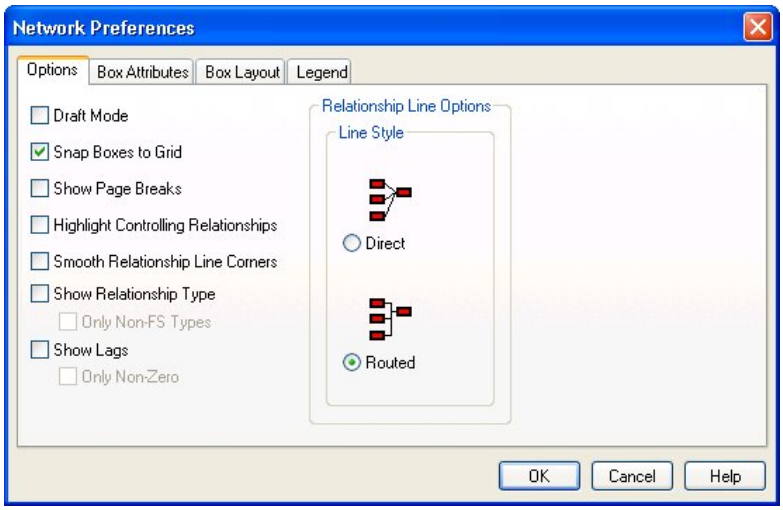
Network views are powerful tools for planning and communicating the logical relationships between activities and subprojects. The network views in Open Plan are particularly well suited for displaying the logic of hierarchical projects in which relationships can cross hierarchical boundaries (for example, an activity in one subproject can have a relationship with an activity in a different subproject).

To open a network view, we must look in the **Project Views** folder of the TOUR project. Double-click the network view named **TOURNET** in the **Project Views** folder. Open Plan responds by displaying an activity box representing the entire project:

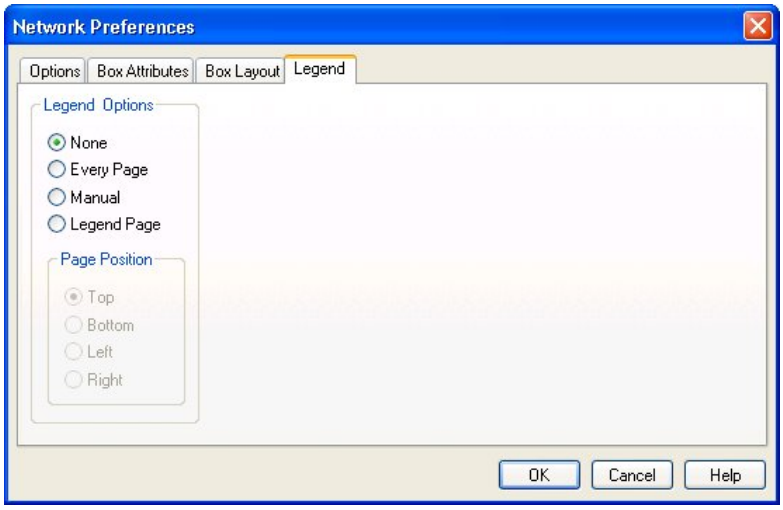


Here you see the activity box for the top-level subproject in the network. (The shaded triangle in the lower right corner of the box indicates the activity includes a note.) When you double-click the activity box, Open Plan displays the **Activity Details** dialog box for the activity.

To understand the information that displays in the box, you will use the **Preferences** command to display a legend for the view. Click **Preferences** on the **Tools** menu, or right-click an empty area of the view, and click **Preferences** on the context menu to display the following dialog box:

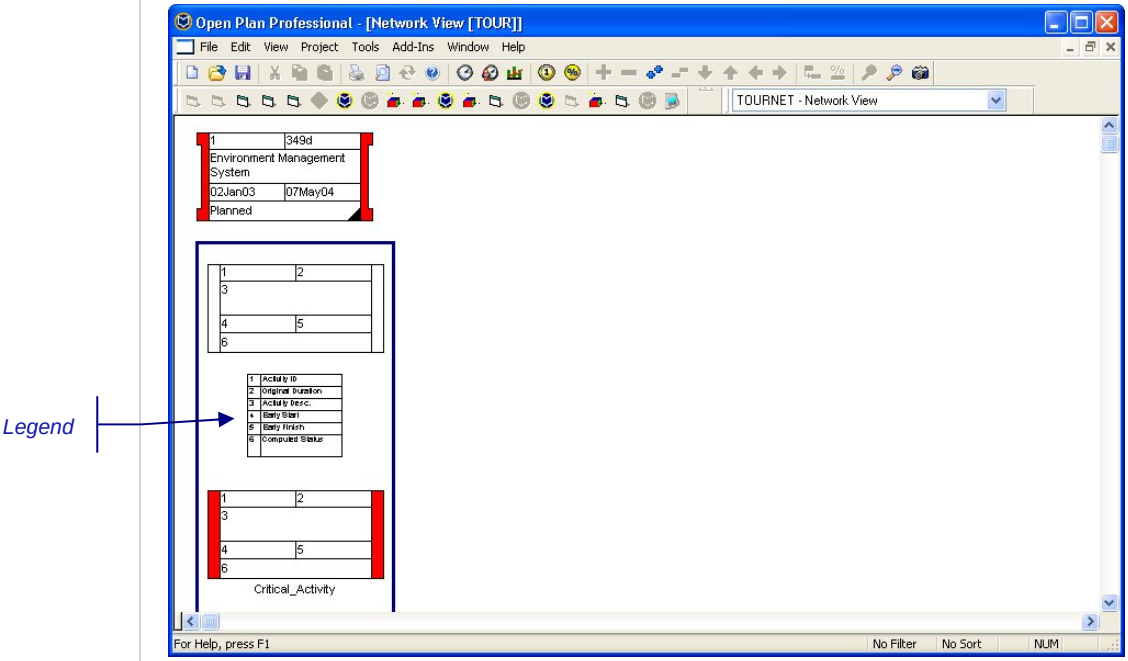


Click the **Legend** tab.



Click **Manual** for the **Legend Options** setting, and then click **OK** to return to the view.

Open Plan displays the legend immediately below the activity.



The legend identifies each field with a number and identifies the data that displays in each field of the activity box.

- Activity ID displays in Field 1
- Original Duration displays in Field 2
- Activity Description displays in Field 3
- Early Start date displays in Field 4
- Early Finish date displays in Field 5
- The Computed Status (planned, in-progress, or complete) displays in Field 6

If you scroll down, you can also see how Open Plan uses colors and end shapes to signify different types of activities.

A user of the Professional edition of Open Plan can customize the activity boxes.

The **Manual** option on the **Legend** tab allows you to reposition the legend by dragging it to different locations in the view or to resize or reshape the legend. When you have finished viewing the legend, return to the **Network Preferences** dialog box, and change the **Legend Options** setting to **None**.

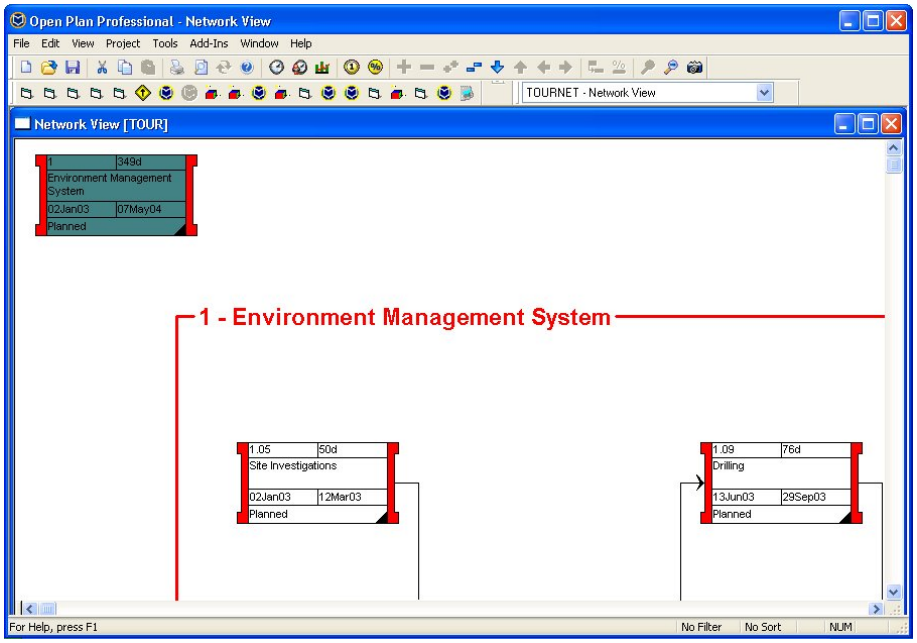
Expanding a Subproject

Expand All button

To expand this project to display its children, take one of the following actions:

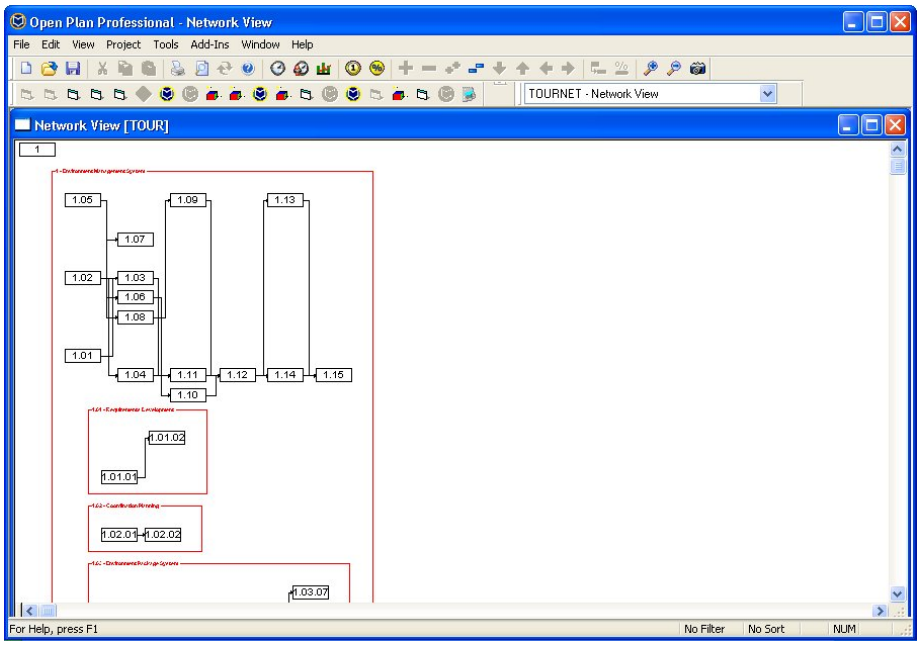
- Select the activity box, and click **Expand All** on the **View** menu.
- Select the activity box, and click the **Expand All** button on the toolbar.

Open Plan responds by displaying the children of the project surrounded by a frame that indicates an expanded subproject:



Zoom Out button

To display the entire network, you can click the **Zoom Out** command on the **View** menu, click the **Zoom Out** button on the toolbar, or right-click the network view, and click **Zoom Out** on the context menu.



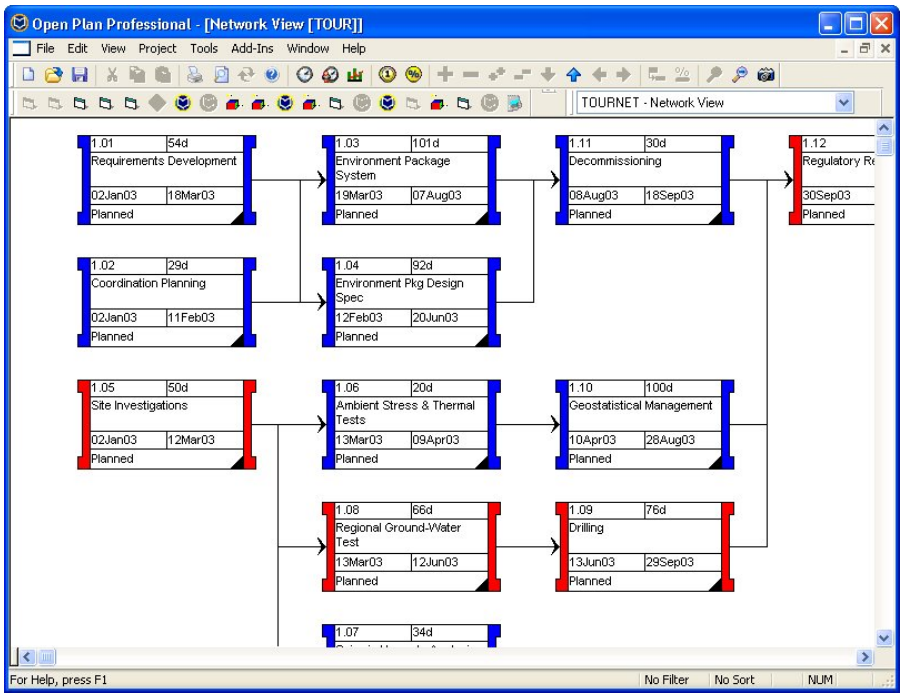
Zoom In button

Similarly, to get a closer view of the activities, you can click the **Zoom In** command on the **View** menu, click the **Zoom In** button on the toolbar, or right-click the network view, and click **Zoom In** on the context menu.

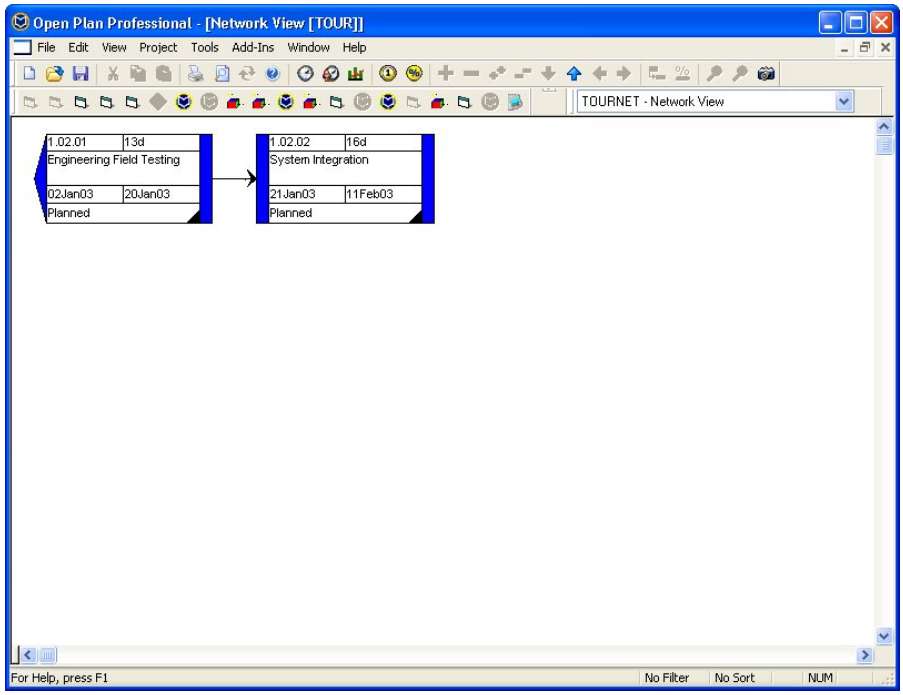
When you display an expanded project or subproject in the view, you can perform operations such as editing existing activities and relationships. You can also reposition the entire subproject in the view. To add new activities or to expand lower-level subprojects, you must use the **Go to Subproject** command to “drill down” into the appropriate hierarchical level.

Drill Down button

To drill into the expanded subproject, select activity 1, and either click **Go to Subproject** on the **View** menu, or click the **Drill Down** button on the toolbar. Open Plan responds by displaying only those activities at that hierarchical level (as well as any expanded subprojects for those activities).

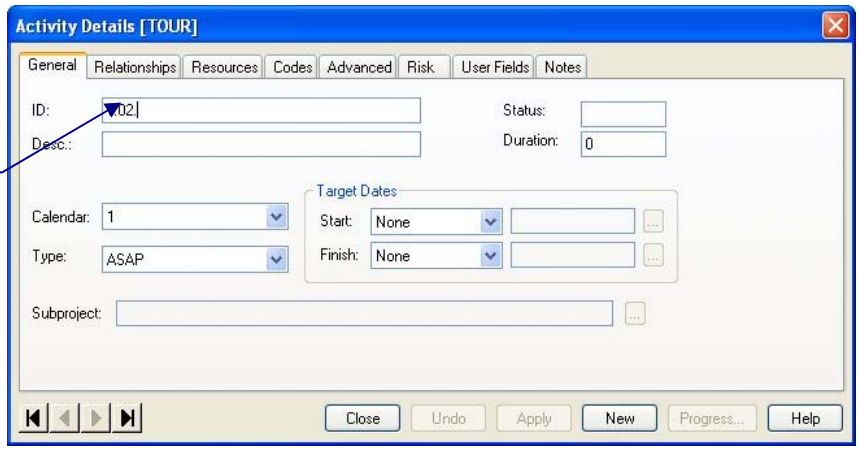


Select activity 1.02 and click the **Drill Down** button again.



After you have drilled down into a subproject, you can add and reposition individual activities. To add an activity, double-click an empty area of the view.

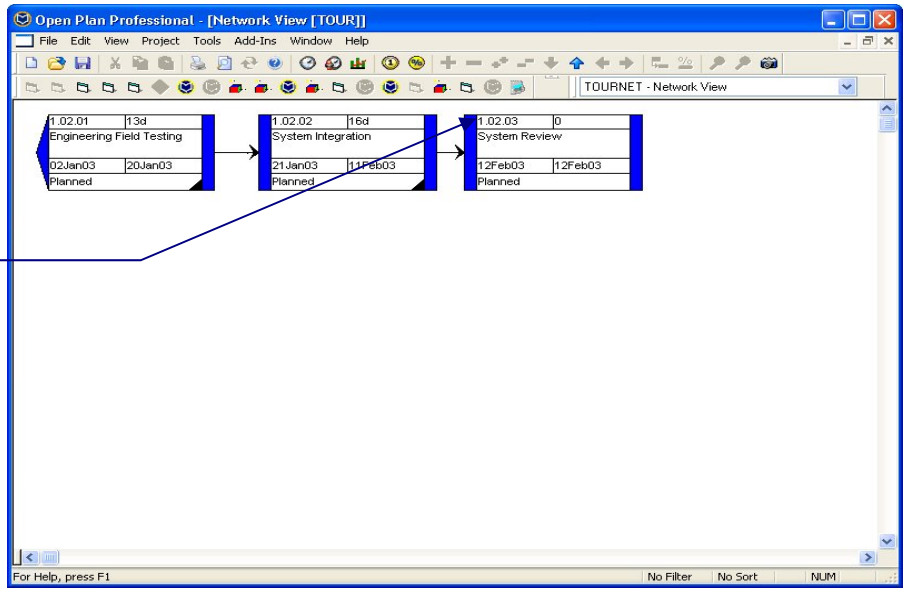
Activity 1.02



The **Activity Details** dialog box displays so you can input information for the activity. Change the new ID for the new activity to **1.02.03**. Type **System Review** in the **Desc:** field. Click **Apply** and **Close**.

Now the subproject 1.02 has three children, but one of its children, activity 1.02.03, does not have a relationship to the others. To add a finish-to-start relationship between activity 1.02.02 and 1.02.03, drag a relationship line from the right edge of 1.02.02 to the left of 1.02.03.

Added activity 1.02.03



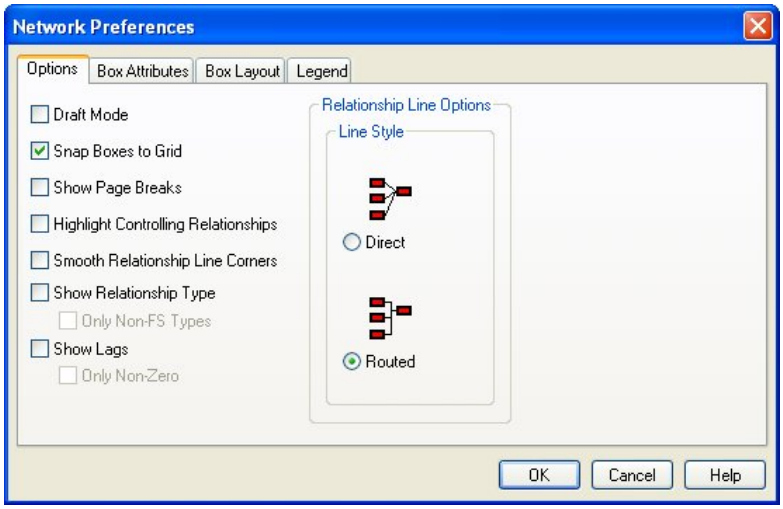
To add a start-to-start relationship, drag a relationship from the left edge of the predecessor to the left edge of the successor.

To return to the expanded project, click the **Drill Up** button on the toolbar or click **Go to parent** on the **View** menu.

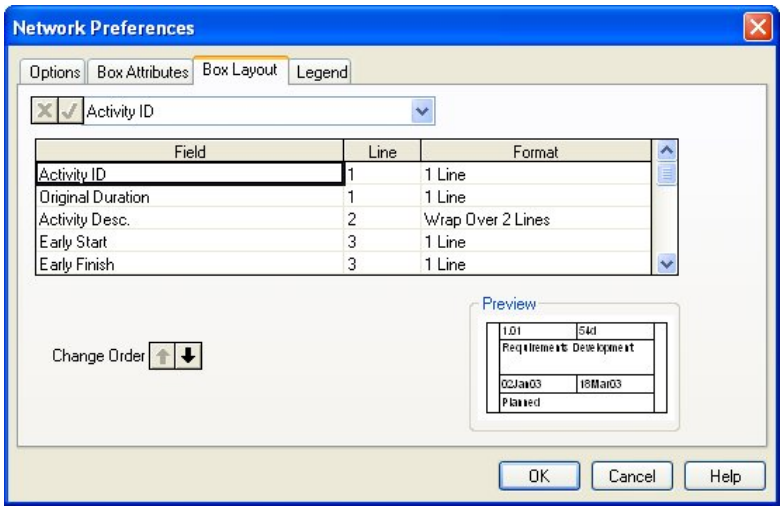
Drill Up button

Customizing Activity Boxes

As with activity bars in a barchart view, you can control the appearance of activity boxes in a network view if you are using the Professional edition of Open Plan. To see how to do this, click **Preferences** on the **Tools** menu, or right-click an empty area of the view, and click **Preferences** on the context menu. Open Plan responds with the following dialog box:

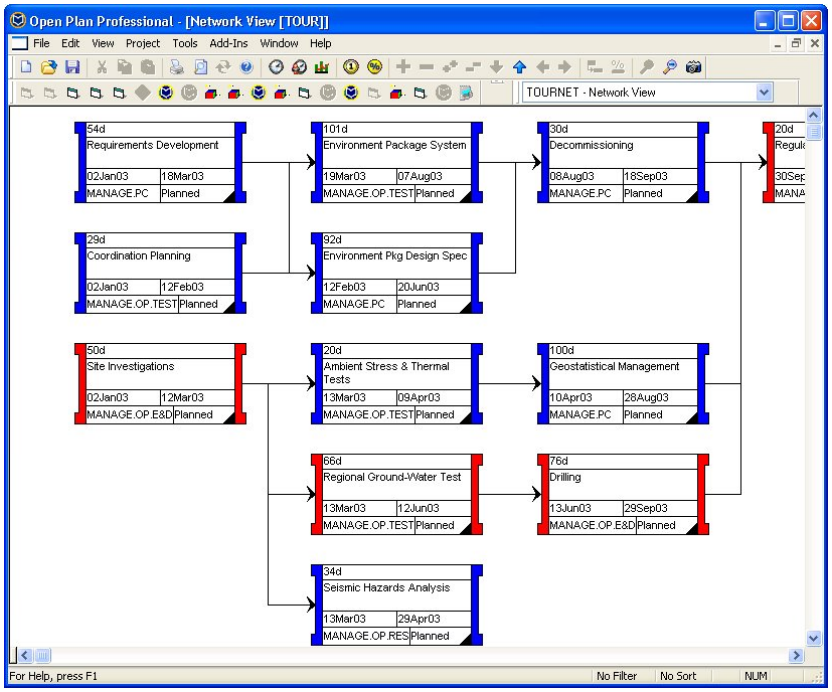


Click the **Box Layout** tab to see how activity box text is specified:



In this example, activity fields are assigned to a specific line in the box. Multiple fields can share the same line; it is also possible to have a field (for example the activity description) wrap over two lines.

To customize the boxes in the current view, scroll to the bottom of the list so that an empty row appears. Click the **Field** cell for the row. From the list box above the grid, select one of the activity fields (for example, **OBS**). Notice that Open Plan automatically assigns the field to the first line in the box. Click the **Line** cell for the row and enter **4**. Click **OK** to return to the view and display the customized boxes:



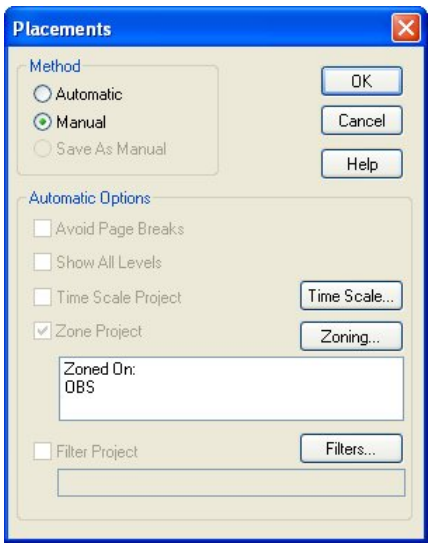
Boxes in a network view can display information from any activity field, including calculated fields defined by the user.

Positioning Activities

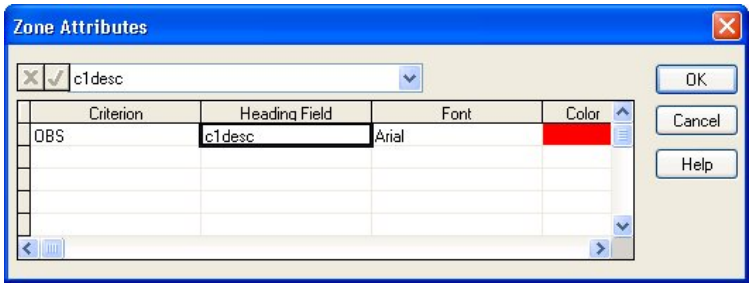
You can reposition activities and relationships anywhere in the view. To reposition a group of activities in a single operation, drag a selection rectangle around the desired activities and move the entire group at once. You can also use an automatic placements function in which Open Plan automatically positions activities to minimize the crossing of relationship lines.

To ensure that we are looking at the network at the same level of detail, click **Collapse All** on the toolbar. Next, right-click activity 1 and click **Expand** from the context menu.

To see how automatic placements work, click **Placements** on the **Views** menu, or right-click an empty area in the view, and click **Placements** on the **Context** menu. Open Plan displays the following dialog box:

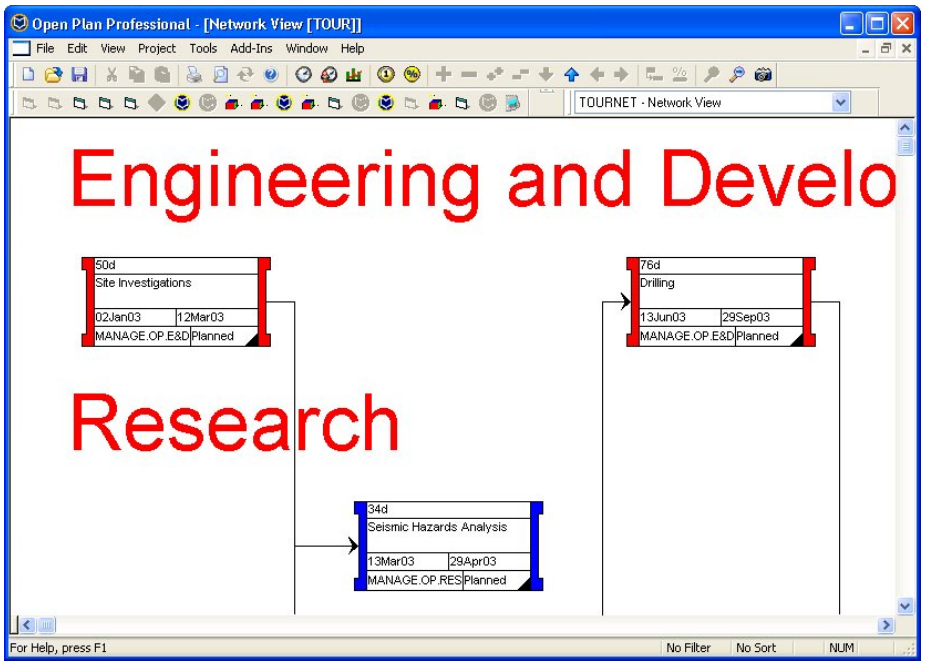


For this demonstration, we want to place the activities in zones based on an activity code. To see how this zoning is defined, click **Zoning**:

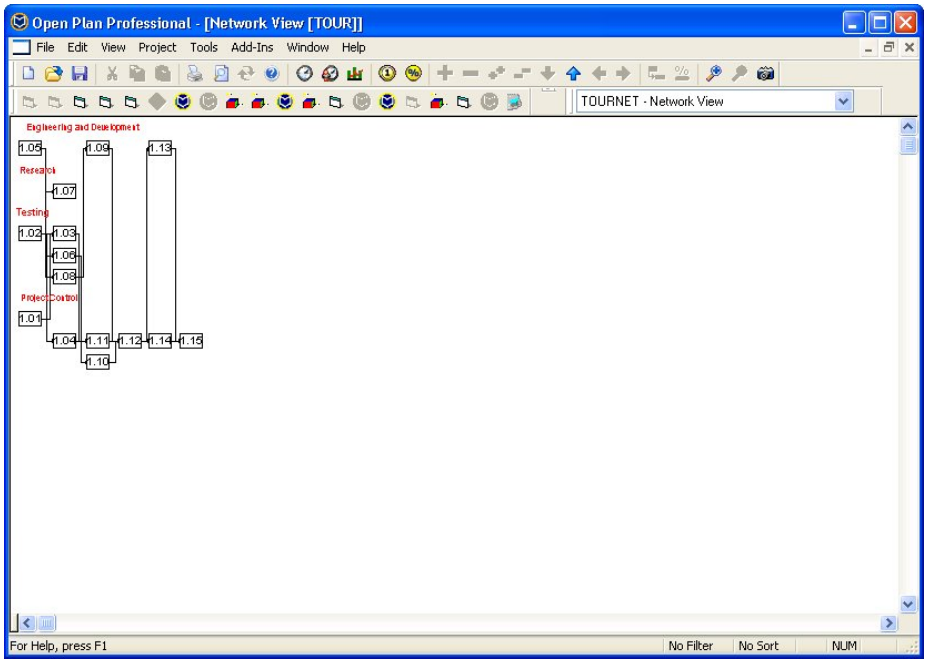


Here you can see the field we will zone on (**OBS**) and the field that will supply the zoning headers (**c1desc**). **c1desc** is a calculated field that displays the code descriptions stored on the code file. Click **Cancel** to return to the **Placements** dialog box.

To perform automatic placements, change the setting of the dialog box to **Automatic**, make sure the **Zone Project** option is selected, and then click **OK**. Open Plan rearranges the activities based on their codes.



Use the **Zoom Out** command to see the entire subproject.



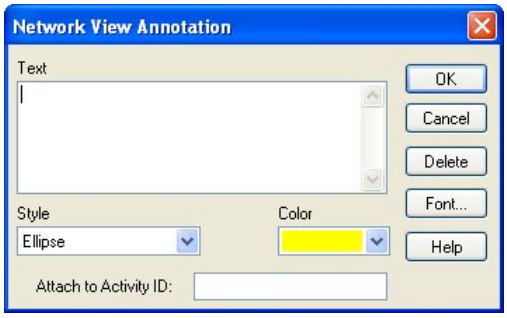
To return to your manual placements, display the **Placements** dialog box again, and change the setting back to **Manual**. Use the **Zoom In** command to enlarge the view.

Network Annotations

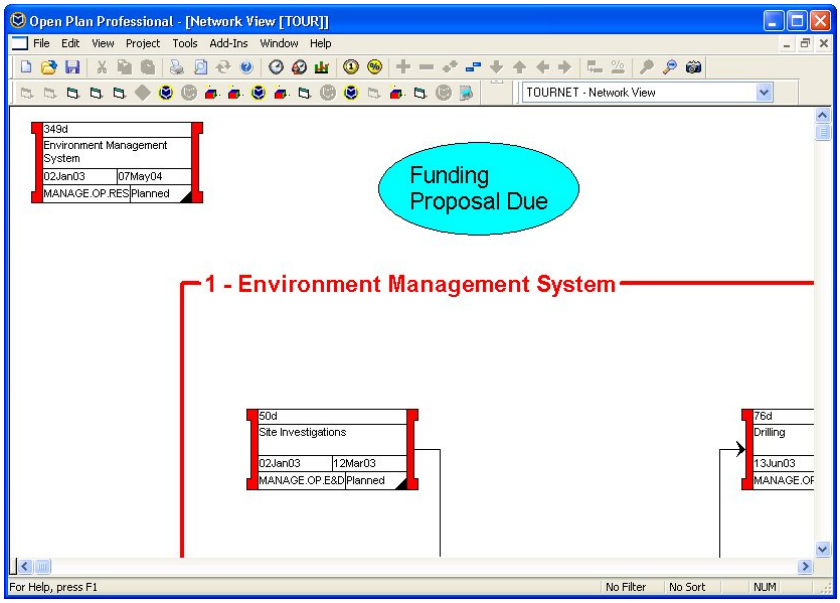
Before leaving the network view, let's examine one more feature that helps you communicate important project information — annotations. Annotations allow you to add text to a network report that highlights or explains a specific part of the plan. If you wish, you can attach an annotation to an activity, so that the annotation moves with the activity.

To add an annotation to the view, right-click an empty area of the view, and click **Add Annotation** on the **Context** menu, or click **Add Annotation** on the **View** menu.

Open Plan responds with the following dialog box:



Type the text for the annotation, and define its color and style. Click **OK** to return to the view and display the annotation:



After you have created an annotation, you can reposition it in the view, or resize it by dragging its lower right corner. You can also edit or delete an annotation by right-clicking it and clicking the appropriate command on the context menu.

Now that we have completed our examination of a network view, we are ready for the next stop on the guided tour – Project Resources. Close the network view to return to Open Plan Explorer.

5

Project Resources

Managing Resources in Open Plan 59
Displaying Resource Information 60
Defining Resource Assignments 63
Performing Resource Scheduling 65
Displaying the Results of Resource Scheduling 66

Deltek

Managing Resources in Open Plan

So far we have seen how Open Plan displays schedule-related information using barchart and network logic diagrams. For many planners, issues such as the availability and costs of resources are just as critical to the overall success of the project as its schedule. In fact, in many cases a bottleneck created by the shortage of a single key resource can result in the project as a whole being delayed.

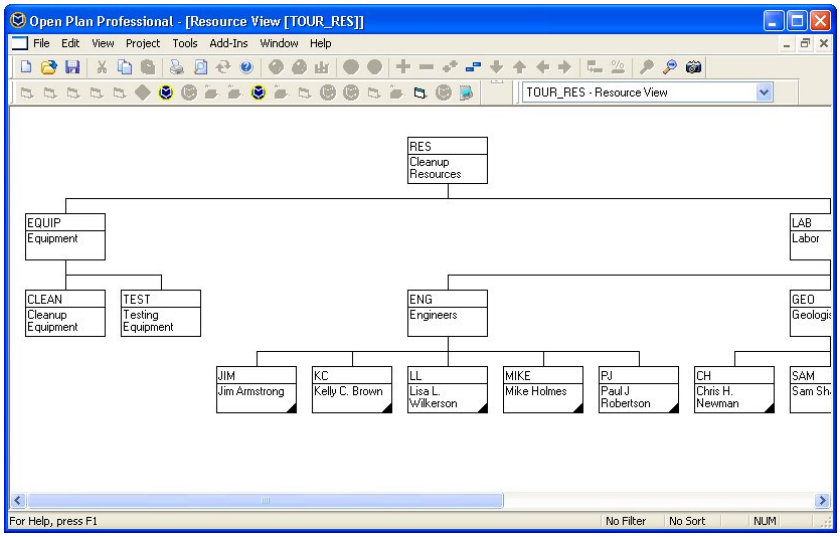
Open Plan provides project planners some of the most powerful and sophisticated resource management and scheduling tools available today. These tools allow you to model a wide range of different planning scenarios in order to arrive at an optimized project schedule. In this chapter of the guided tour, you can examine a number of resource-related features in Open Plan:

- The display of resource information
- The assignment of resources to activities
- The calculation of resource scheduling dates
- The display of resource scheduling results

Displaying Resource Information

To display information about the resources available to the TOUR project, we must open the **TOUR_RES** resource file. In the Open Plan Explorer, expand the **TOUR-_RES** folder. In the **Views** folder, double-click the resource file named **TOUR_RES**.

If the Open Plan Explorer does not display, you can redisplay it by clicking **Open Plan Explorer** on the **Windows** menu.

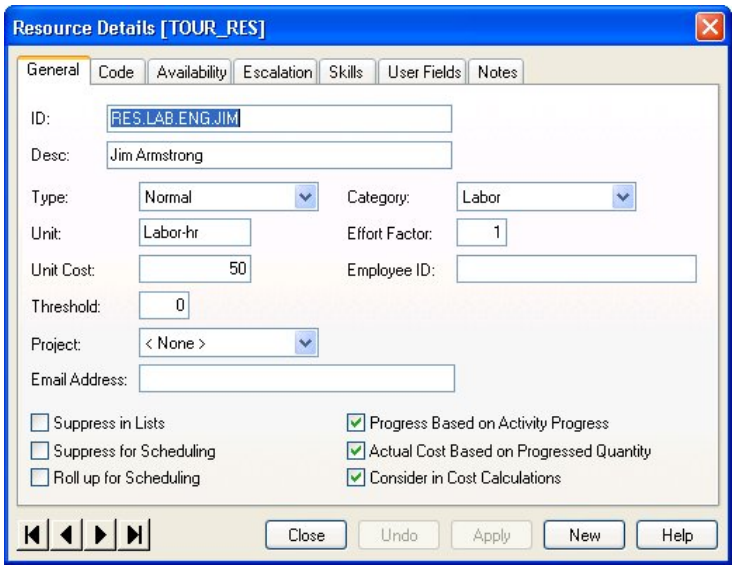


You can use the **Zoom Out** command to display all the resources in the file.

Zoom Out button

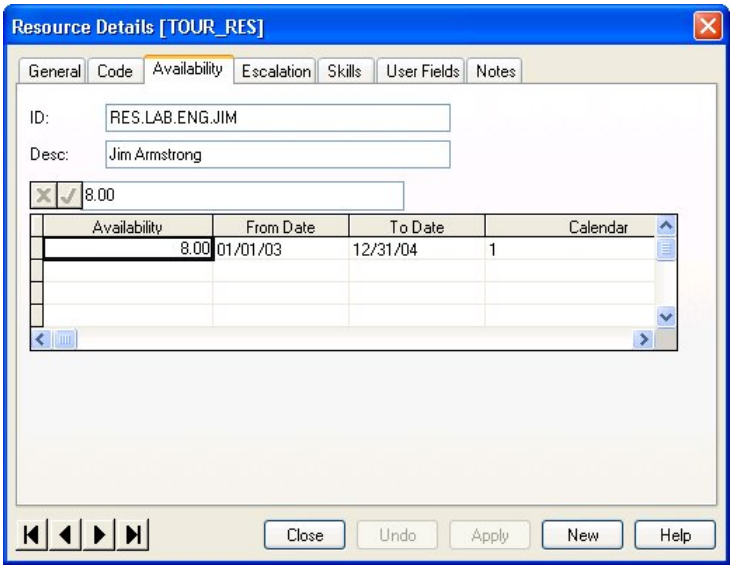
This is an example of a hierarchical resource file in which individual resources can be rolled up into higher-level resource “pools.” This type of breakdown structure allows you to report availability, assignment, and usage data at various levels of summarization.

To see the information Open Plan can store for an individual resource, double-click **JIM** to display the following tabbed dialog box:



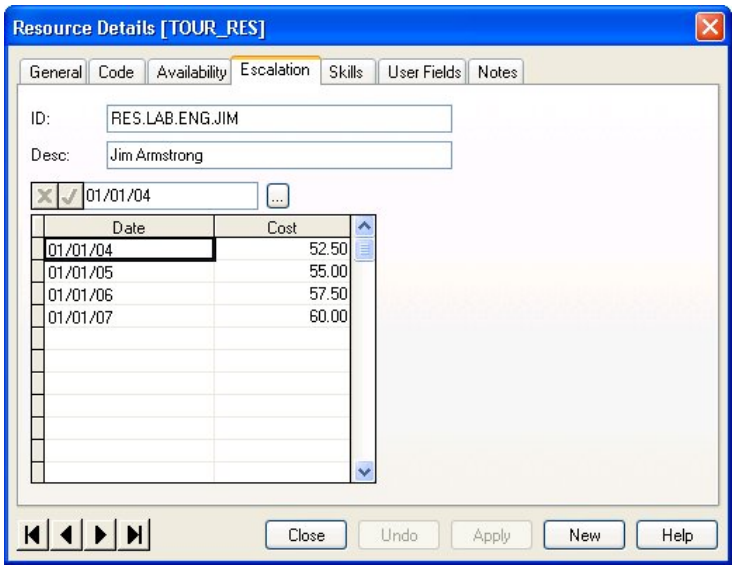
On the **General** tab of the **Resource Details** dialog box you can see some basic information about the resource: ID, description, type, unit, cost, and so on. You can also see the settings for a number of options related to the behavior of the resource during resource scheduling and statusing. In this case, you can see that Open Plan will automatically progress and calculate costs for this resource based on the status information entered for the activity.

To see information about the availability of this resource, click the **Availability** tab:



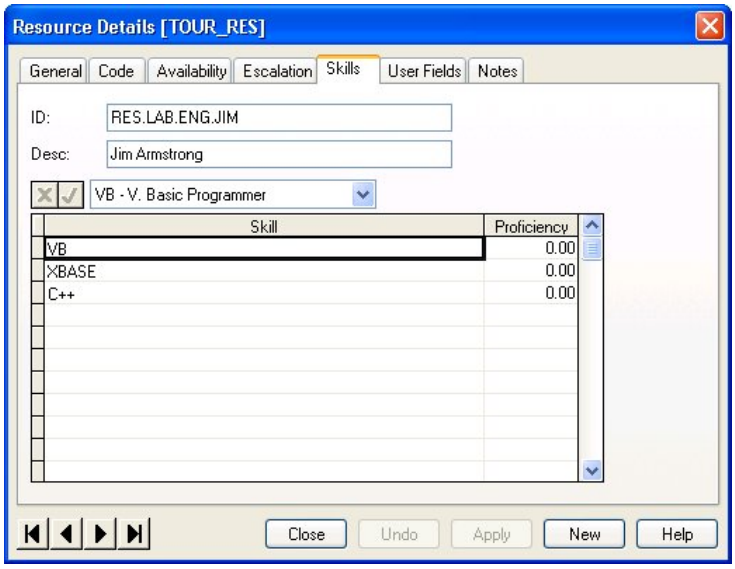
Here you can see that the resource is available eight hours a day over the defined period. Notice also the specification of a calendar that can be used to designate non-working days due to vacations, plant shutdowns, etc.

To see time-phased costs associated with this resource, click the **Escalation** tab:



Here you can see that the costs associated with Jim increase on January 1 in 2005, 2006 and 2007.

To see the skills definition for the resource, click the **Skills** tab:



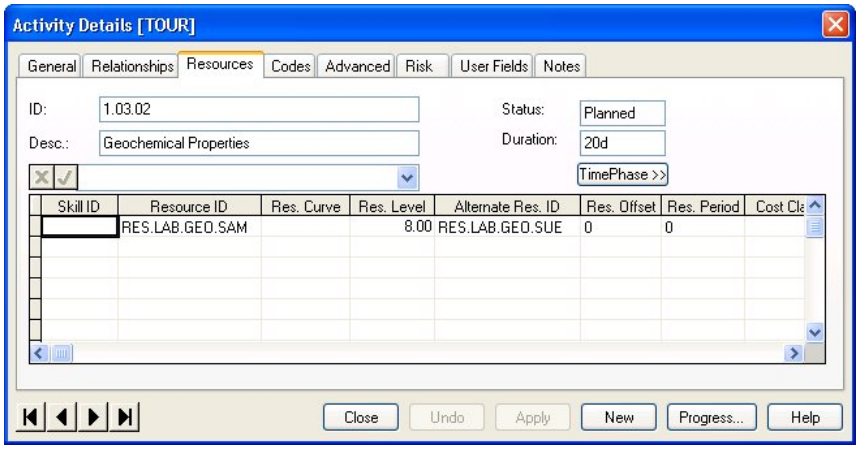
Open Plan allows you to define skill assignments for activities just as you would make a resource assignment. In this example, the resource possesses three defined programming skills: C++, Visual Basic, and Xbase. An activity requiring one of these skills could then be assigned any resource possessing the desired skill by Open Plan. This eliminates the need for the planner to match up resources and requirements on a one-to-one basis.

The Proficiency column allows you to enter a user-defined proficiency rating for the listed skill. The scale of the rating is determined the end-user organization, and is not used in Open Plan calculations.

Click **Close** to return to the resource view.

Defining Resource Assignments

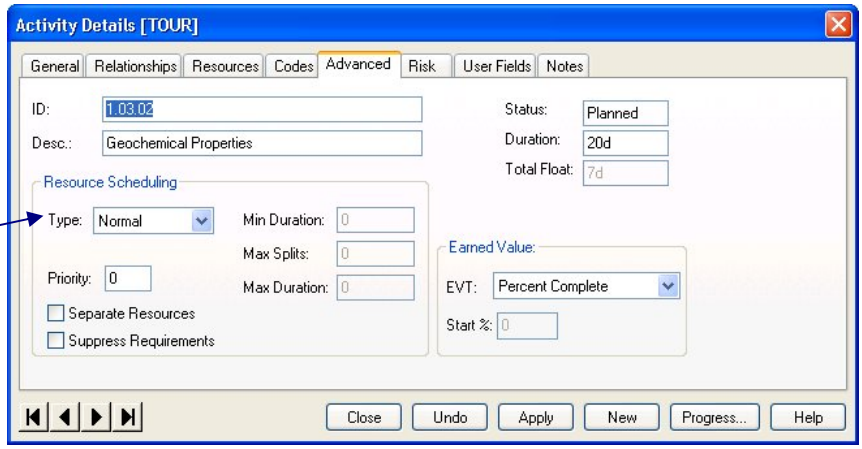
To see how resource assignments are made in Open Plan, close the resource view, and open any activity view. Double-click an activity, and click the **Resources** tab of the **Activity Details** dialog box. For example, if you display the information for activity **1.03.02**, Open Plan shows the following assignments:



This illustrates how the planner has specified both a requested resource and an alternate resource for the activity. If the first resource is not available, Open Plan will attempt to schedule the alternate resource instead. In addition to alternate resource assignments, Open Plan allows you to assign resource pools or resource skills rather than individual resources.

You can also tell Open Plan if it is permissible to manipulate a resource requirement by splitting, stretching, or reprofiling the assignment so that resource overloads are reduced. This is done by selecting the **Type** of resource scheduling on the **Advanced** tab.

Types of Resource Scheduling



There are five resource scheduling options to select from:

- **Normal** – Does not allow Open Plan any advanced controls for treatment of the duration during resource scheduling
- **Splittable** – Allows the duration of an activity to be split into two or more pieces to permit it to be scheduled earlier than would otherwise be possible due to gaps in the availability of a required resource

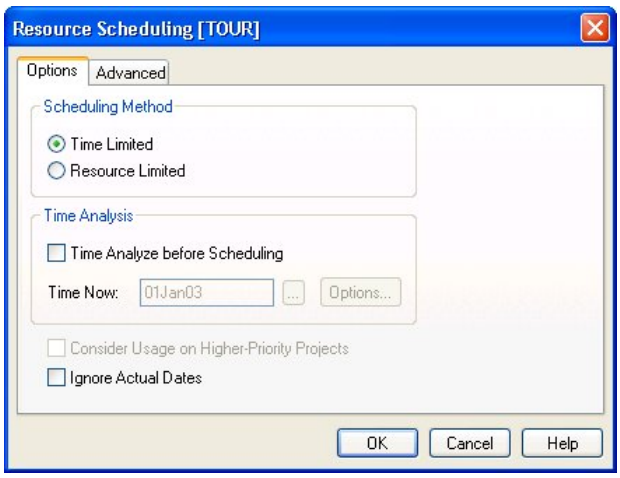
- **Stretchable** – Allows Open Plan to lengthen the duration of an activity during resource scheduling to reduce the peak requirements for a constraining resource. Stretching an activity can, in many cases, result in an earlier scheduled date
- **Reprofilable** – Provides Open Plan with the most flexibility in scheduling an activity
- **Immediate** – Allows Open Plan to force an activity with an immediate attribute to start on its earliest feasible date, even if that means overloading a resource

This kind of flexibility allows planners to take advantage of the power of Open Plan to calculate the most efficient use of resources in a given situation.

When you have finished examining the assignment information for the activity, close both the dialog box and the view, and return to the Open Plan Explorer.

Performing Resource Scheduling

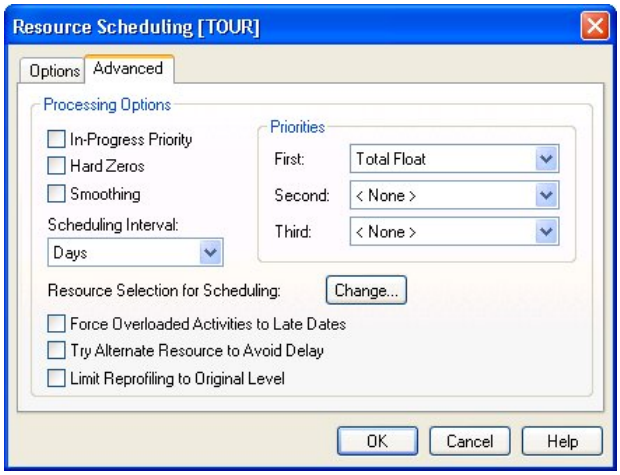
Resource scheduling involves the calculation of activity dates based on the availability of required resources. To see the options available for resource scheduling calculations, display the **Resource Scheduling** dialog box by clicking **Resource Scheduling** on the **Project** menu.



Here you can select which type of resource scheduling Open Plan should perform on the project:

- **Time Limited** — Places a priority on maintaining the earliest possible completion date, even if that means overloading resources
- **Resource Limited** — Places a priority on preventing resource overloads, even if that means delaying the completion of the project

If you click the **Advanced** tab, you can see options related to scheduling priorities such as granting priority to activities that are already in progress.



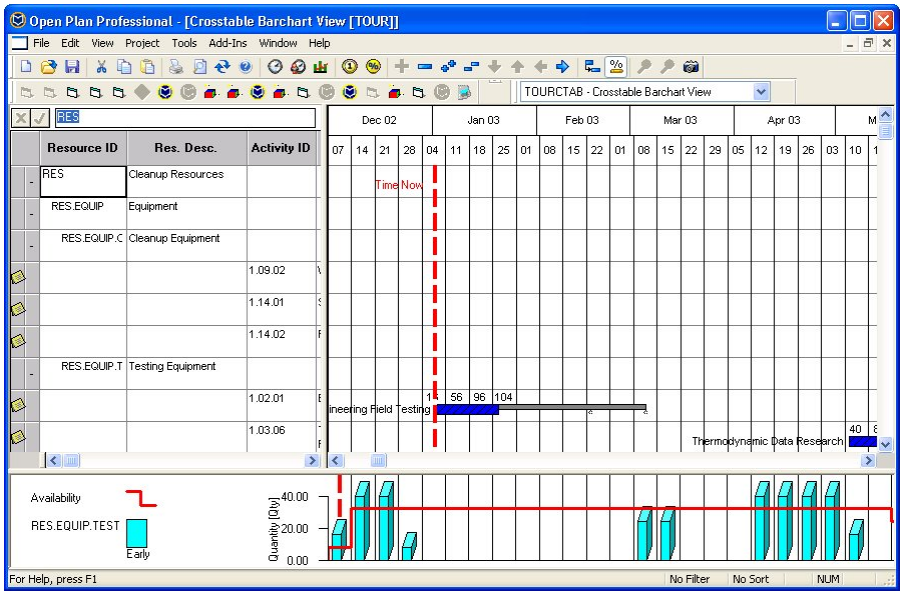
You can also devise a custom priority system that breaks ties between activities based on one or more user-specified fields.

To exit the dialog box without performing resource scheduling, click **Cancel**.

Displaying the Results of Resource Scheduling

Expand All button

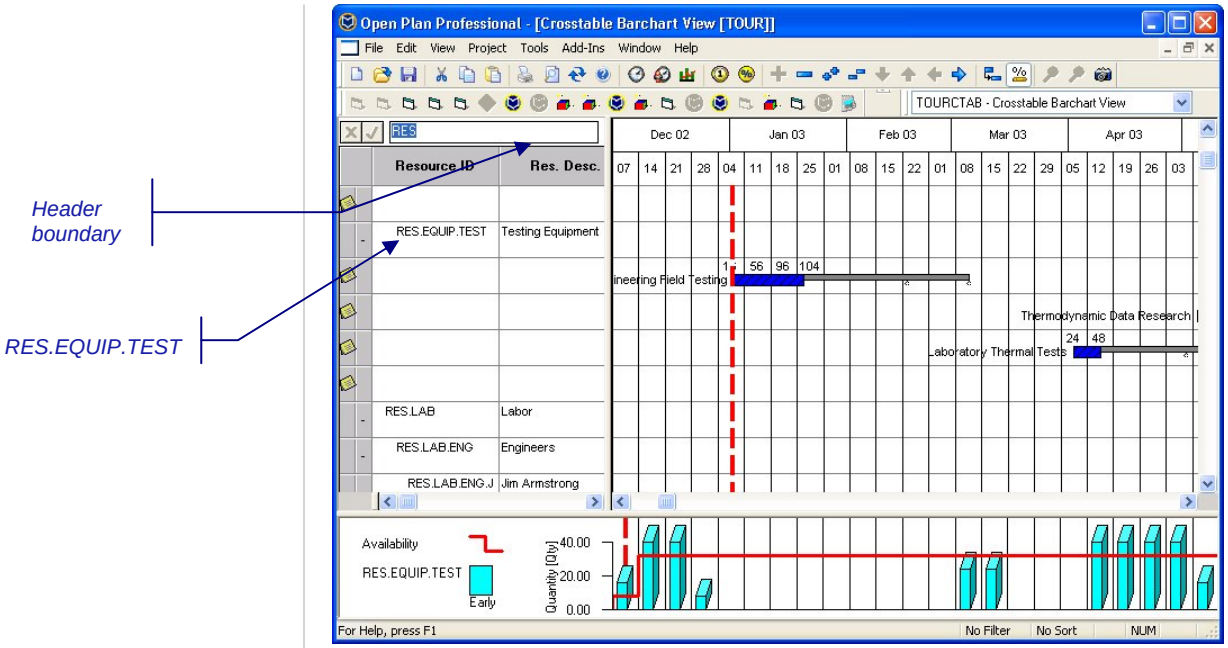
To see one of the ways in which Open Plan can display the results of resource scheduling, open the Crosstable Barchart View named **TOURCTAB** in the **Views** folder. Use the **Expand All** command to see all the detail records:



This view allows you to display both activity and resource data in the same barchart. Here you can see resource usage displayed next to activity bars, with each value corresponding to the smallest unit used in the barchart date scale. In this case, each value represents the number of units used each week.

If you are using the Professional edition of Open Plan, you can customize the appearance of these values to show resource costs rather than units.

Scroll down to display the rows for RES.EQUIP.TEST:



You may have to widen the columns in the spreadsheet view to see the full names of the activities. Drag the header boundaries to change the column width.

Notice also how the resource totals displayed next to the activity bars are reflected in the histogram based on early dates appearing at the bottom of the view.

This type of view makes it easy to see how resource usage is time-phased over the course of the project as well as how it correlates with the schedules of specific activities.

After you have finished examining the view, close project TOUR using one of the following methods:

- Select the project folder and click **Close** on the **File** menu.
- Right-click the project folder and click **Close** on the context menu.

Next we are going to use the **New File Wizard** to create a project.

6

Creating a New Project

Creating a New Project **70**
Using the New File Wizard **71**
Adding Resources to the Resource File **77**
Adding Activities to the Project **79**
Where to Go From Here **83**

}

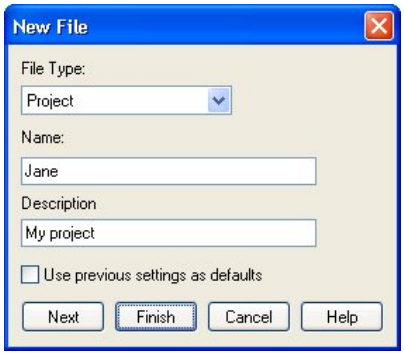
Creating a New Project

Now that we have explored many of the features in Open Plan, let us look at how to create a new project. One way of creating a new project is to use the **New File Wizard**. By using the **New File Wizard**, you can create projects with default settings or with custom settings.

First, display the **New File** dialog box by taking one of the following actions:

- On the **File** menu, click **New**.
- Press **Ctrl+N**.
- On the toolbar, click the **New** button.
- Double-click an empty area of the Open Plan Explorer.

In the **New File** dialog box, leave **Project** selected in the **File Type** field, and enter a **Name** and a brief **Description** for the project.



For the purpose of this Guided Tour, we recommend using your user ID for the project name.

If you were to click **Finish**, you would create the new project using Open Plan default settings. You can also create a project using the settings from the last file you created by selecting the **Use previous settings as defaults** option.

For more information on this option, click **Help** or refer to Chapter 4, "Creating a New File," in the *Deltek Open Plan User's Guide*.

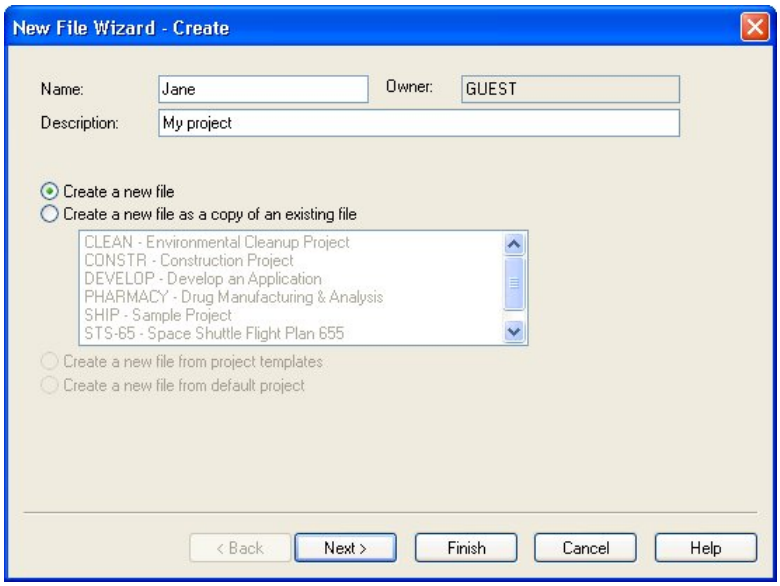
For this Guided Tour, we are going to create the project using custom settings. Click **Next** to start the **New File Wizard**.

Using the New File Wizard

The **New File Wizard** in Open Plan helps you to specify custom settings for a new file as it is being created.

Create Page

The first page of the **New File Wizard** is the **Create** page:



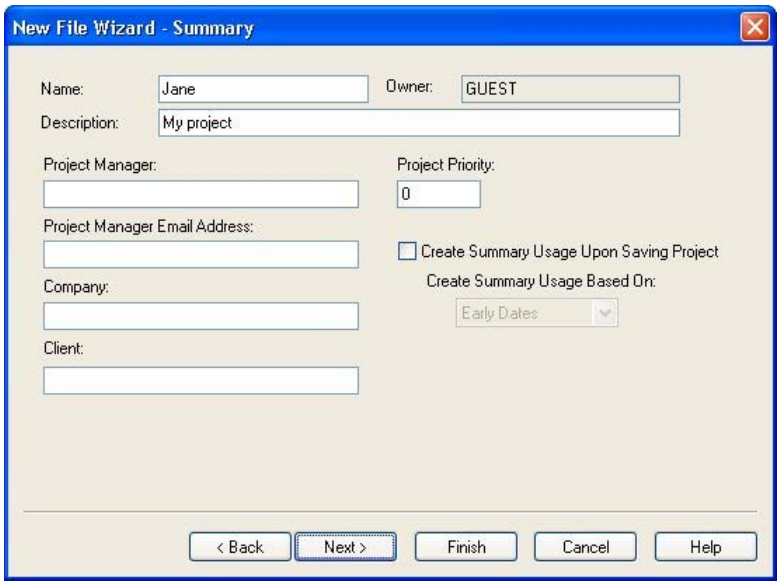
Using the options on the **Create** page, you can either create a new:

- Blank project
- Project as a copy of an existing one
- File from a project template
- File from the default project

Because we are creating a project from scratch, select the **Create a new file** option. Click **Next** to continue.

Summary Page

This page of the **New File Wizard** allows you to enter summary information about your project:



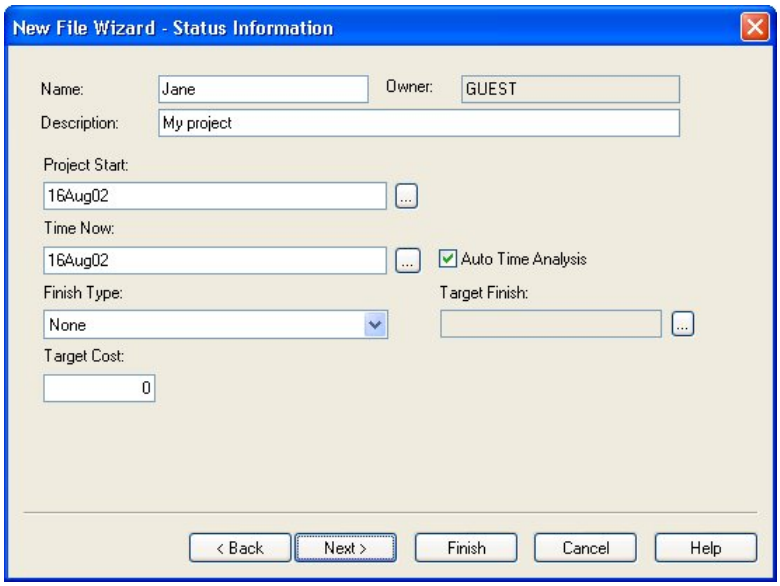
Type the name of your company in the **Company** field. Feel free to fill in any other information you would like.

> For more information about the options on the Summary page of the **New File Wizard**, click **Help** or refer to Chapter 4, “Creating a New File,” in the *Deltek Open Plan User’s Guide*.

When you are finished entering information, click **Next.**

Status Information Page

This page of the **New File Wizard** allows you to specify the status settings of the project:



For the **Project Start** date and **Time Now** date, enter today’s date.

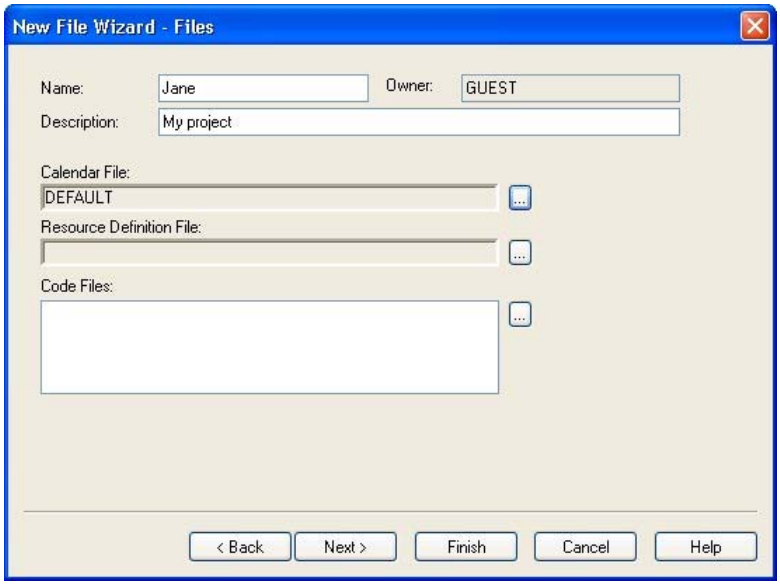
> You can enter the date directly in the fields, or you can click the ellipsis button to the right of the fields and select the date from a popup calendar.

Select the **Auto Time Analysis** option so that Open Plan will perform time analysis each time the data in the project changes.

Click **Next** to continue.

Files Page

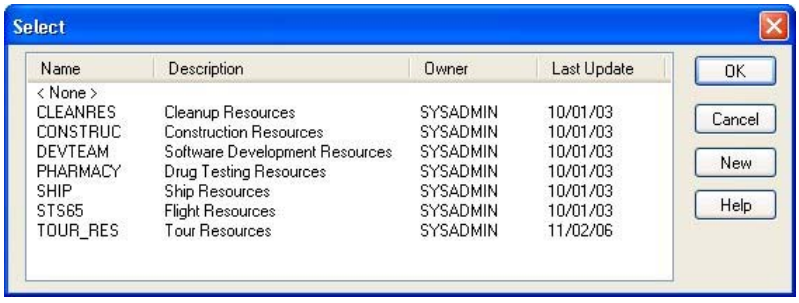
This page of the **New File Wizard** allows you to assign auxiliary files to the project you are creating:



The **Calendar File** field allows you to assign a calendar file to the project. We are going to use the DEFAULT calendar, which is automatically selected for you.

You can use the **Resource Definition File** field to assign a resource file to the project. To assign a resource file, click the **ellipses** button at the right edge of this field.

Open Plan responds by displaying the **Select** dialog box that contains a listing of previously created resource definition files:

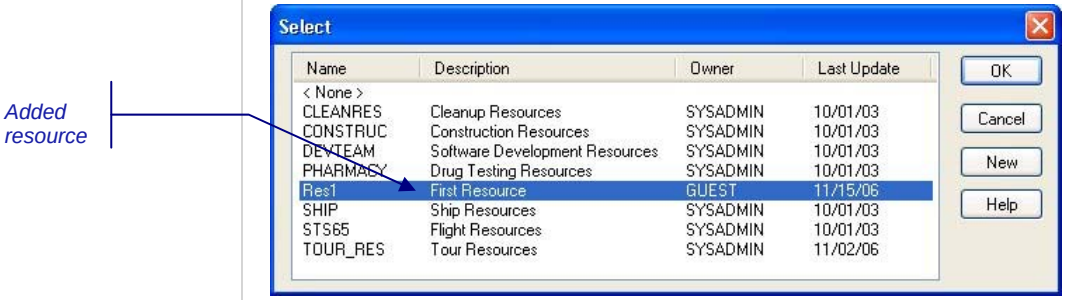


We are going to create a new resource file for our project. Click **New** on the **Select** dialog box to display a new instance of the **New File** dialog box. Notice that **Resource** is selected automatically in the **File Type** field.

Enter a name and a brief description for the new resource file as shown above. Click **Finish** to return to the **Select** dialog box.

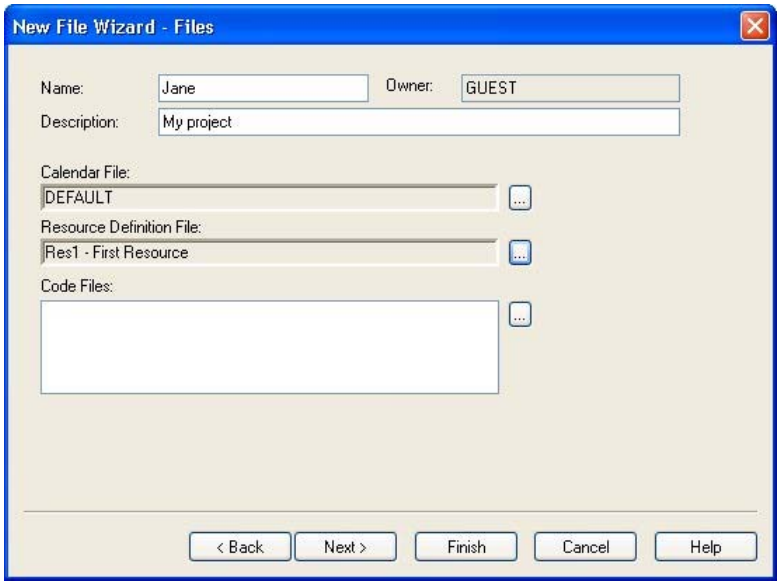
> By clicking **Finish** in the **New File** dialog box, we are creating the resource file using Open Plan's default settings. To use customized settings, you would instead click **Next** to start a new instance of the **New File Wizard** for the resource file.

The new resource file you created is automatically added to the **Select** dialog box.



Select your newly created resource file, and click **OK** to return to the **Files** page of the **New File Wizard**.

The resource file you created is now listed in the **Resource Definition File** field:



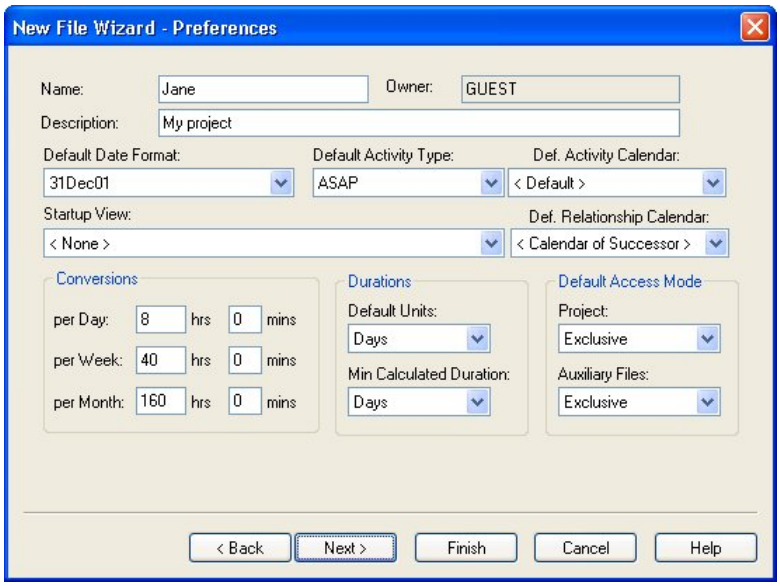
For the purpose of this Guided Tour, we will not be assigning code files to the project.

> For information on assigning code files using the **New File Wizard**, refer to Chapter 4, “Creating a New File,” in the *Open Plan User’s Guide.*

Click **Next** to continue.

Preferences Page

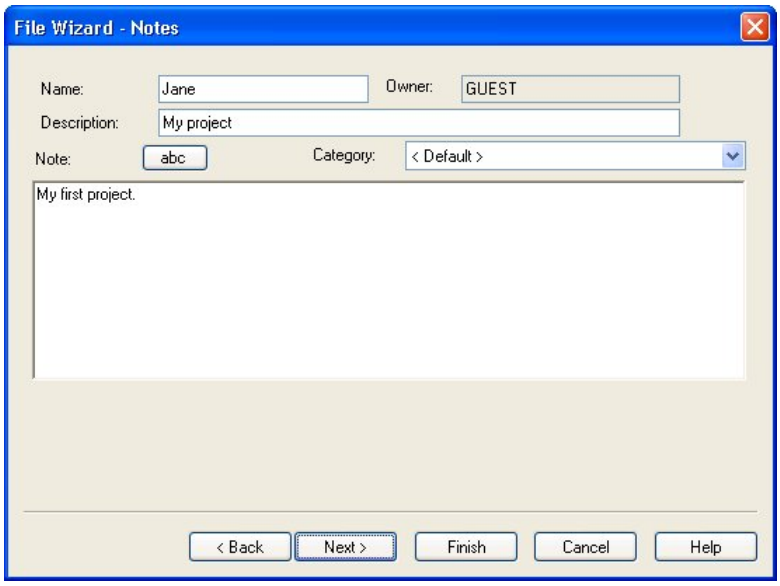
This page of the **New File Wizard** allows you to specify various project settings, including the default date format and default duration units:



We are going to use the selected defaults, so click **Next** to continue.

Notes Page

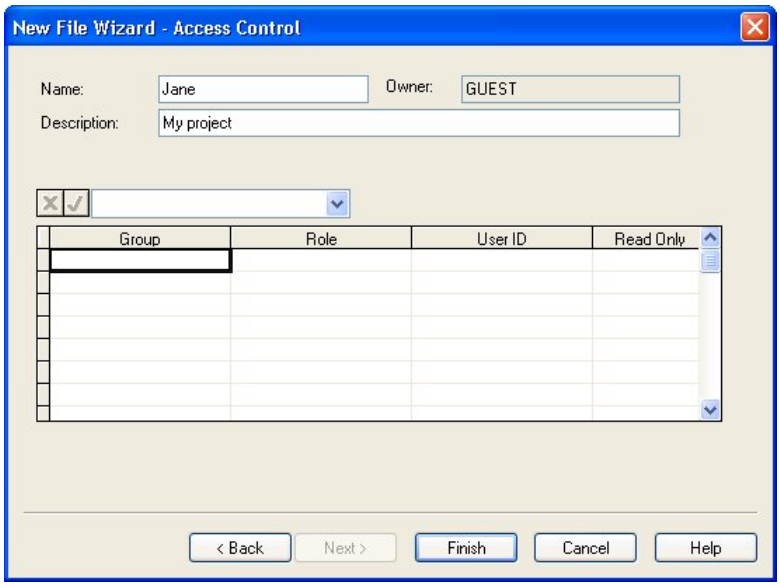
This page of the **New File Wizard** allows you to attach notes to the project:



Enter some text in the text box, and click **Next** to continue.

Access Control Page

The last page of the **New File Wizard** is the **Access Control** page:



You can use this page to specify access rights that groups and individual users with a specified role have to the project.

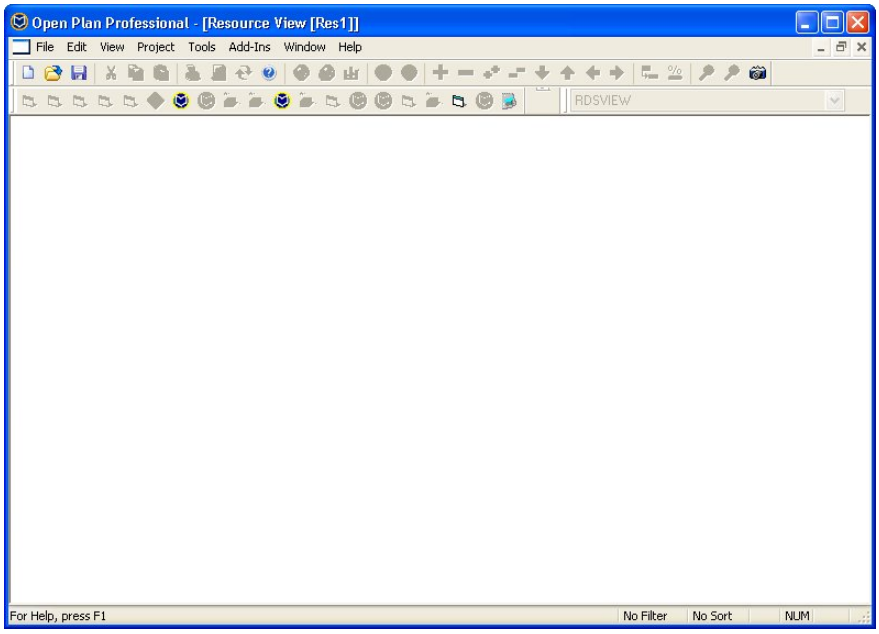
Because we are not going to specify access rights for now, click **Finish**.

Open Plan creates the project with the information you entered in the **New File Wizard.** Open Plan also places the project in the Projects folder and creates a link to it in your My Folder. The resource file you created on the **Files** page is placed within the Resources folder of the Open Plan Library.

Adding Resources to the Resource File

You will notice that the **Resource View** for the resource file you created displays automatically when you click **Finish** on the last page of the wizard.

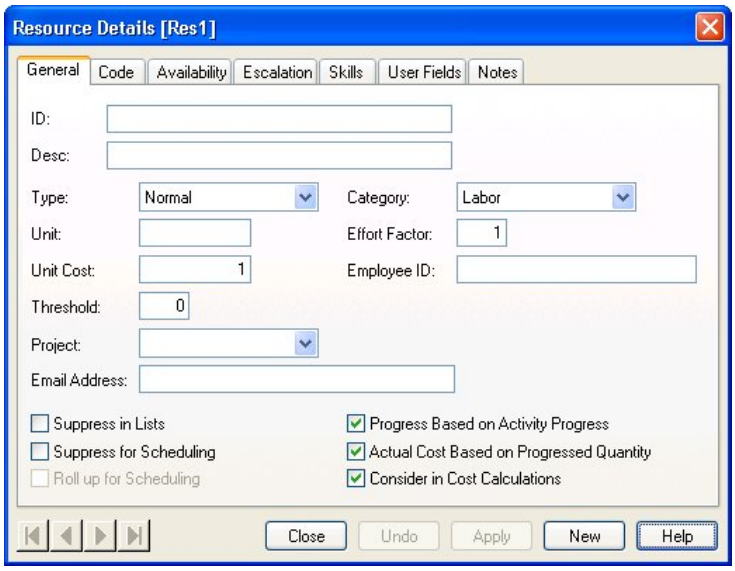
If the **Resource View** is not maximized, do so by clicking the **Maximize** button in the upper right corner of the view window. Because we have not created any resources, the view is empty.



We will add two resources to our resource file. To add a resource, take one of the following actions:

- On the **Edit** menu, click **Add Resource**.
- Double-click an empty area in the workspace.

Either action displays the **Resource Details** dialog box:



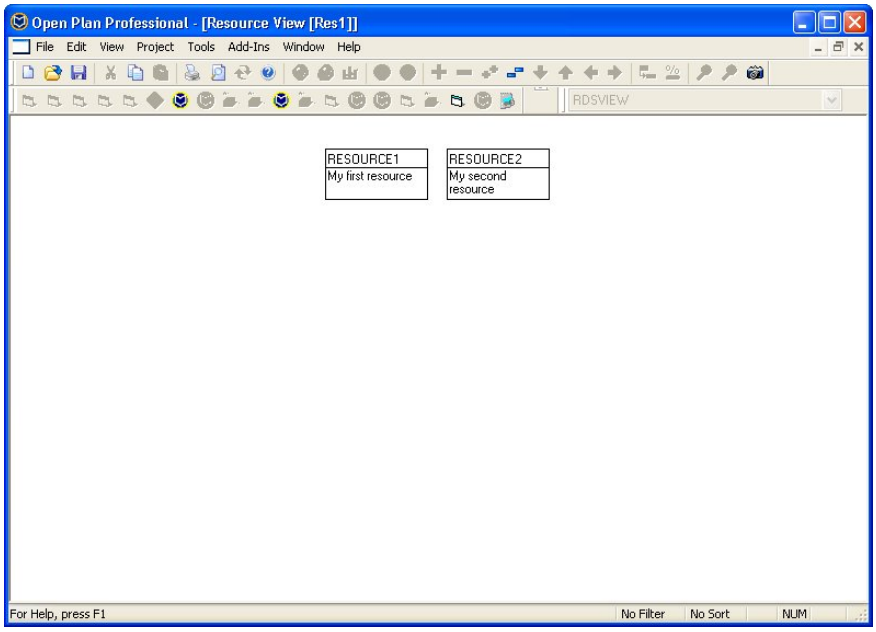
The **General** tab of the **Resource Details** dialog box allows you to enter basic information about the resource such as an ID and description.

For the **ID** field, enter **RESOURCE1**, and for **Desc** field, enter **My first resource**. When you finish, click the **Apply** button at the bottom of the dialog box.

> A resource ID can consist of 1-59 characters, including periods that are used to indicate hierarchical levels. A description can contain up to 60 characters.

To create the second resource, click the **New** button to refresh the **Resource Details** dialog box. Enter **RESOURCE2** and **My second resource** in the appropriate fields, and click **Apply**.

Click **Close** to return to the **Resource View** where your two resources have been added:

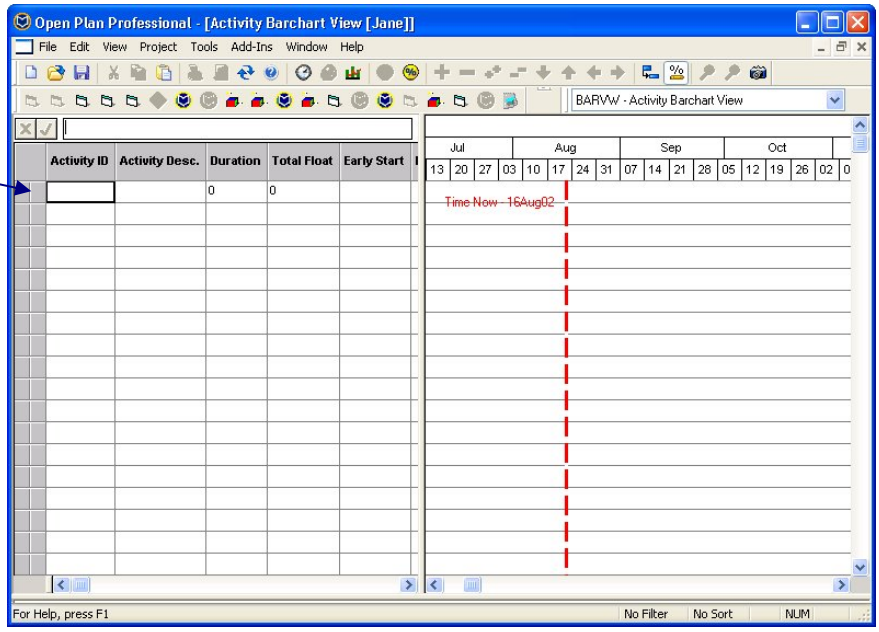


When you are finished examining the **Resource View**, close it by clicking **Close** on the **File** menu. When Open Plan asks if you want to save the changes to the resource file, click **Yes**.

Adding Activities to the Project

Now we will add activities to our project. From the Open Plan Explorer, select the **Views** folder for the project. We will add the activities in a barchart view, so locate the view **BARVW** and double-click it.

The following barchart view displays:



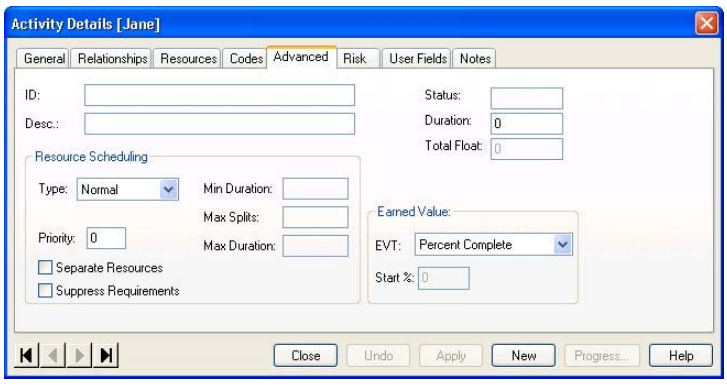
You can also enter activities using a network view or a spreadsheet view.

> For information on using the network view and spreadsheet view to enter new activities, refer to Chapter 6, “Activity Information,” in the *Deltek Open Plan User’s Guide*.

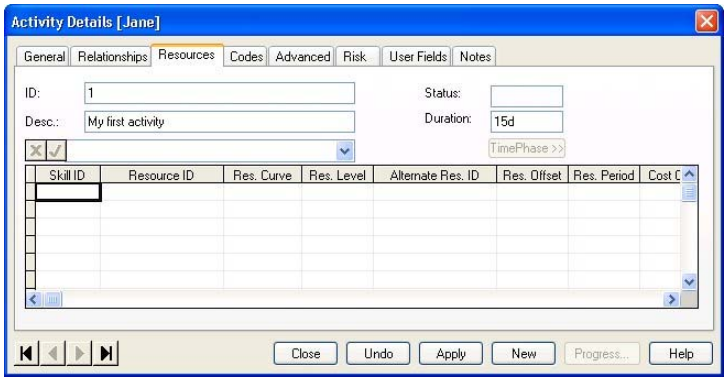
Add an activity to the project using one of the following methods:

- Double-click the selection button at the left edge of the first activity row in the spreadsheet.
- On the **Edit** menu, click **Add Activity**.

The **Activity Details** dialog box displays:



On the **General** tab of the **Activity Details** dialog box, enter **1** for the ID and **My first activity** for the description. In the **Duration** field, enter a duration of **15d**.

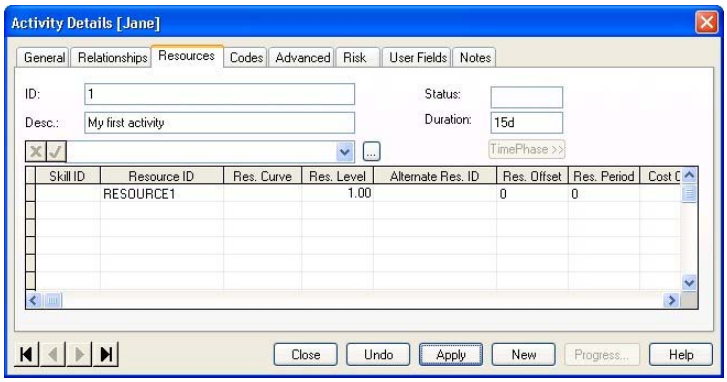


Next, we will assign **RESOURCE1** to the activity. Click the **Resources** tab.

Tab to the **Resource ID** column, and click the drop-down arrow at the right edge of the data entry field. Select **RESOURCE1** from the list.

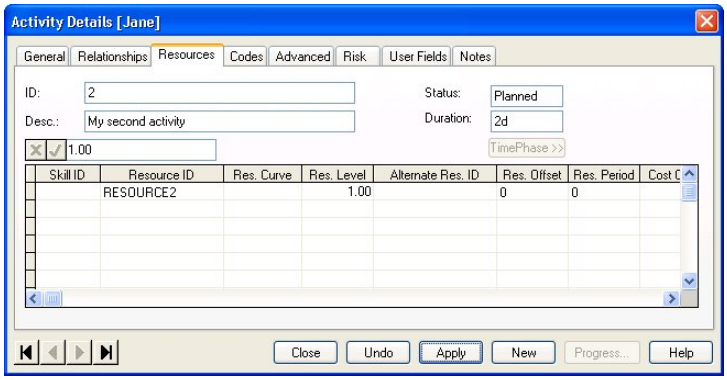
Click the **ellipsis** button to display the **Select Resource** dialog box that you can also use to select the appropriate resource.

> For more information on using the Select Resource dialog box, refer to Chapter 8, “Resource Assignments,” in the *Open Plan User’s Guide*.

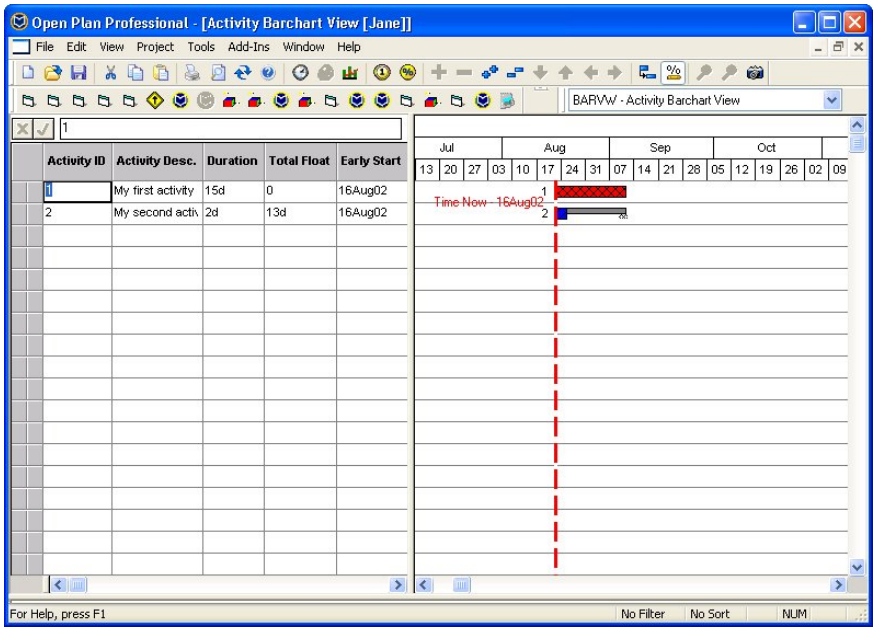


Tab to **Res.Level** and then click **Apply** to create the new activity.

In order to add a second activity, click **New** to refresh the **Activity Details** dialog box. Enter an ID and description for the second activity, and give it a duration of **2d**. Also, assign **RESOURCE2** to the activity.



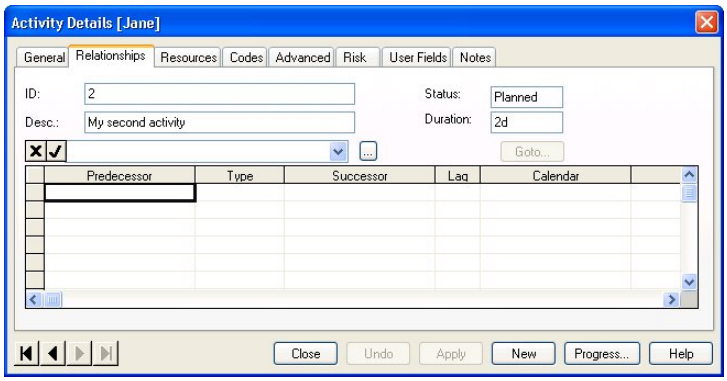
Click **Apply** and then click **Close** to return to the barchart view.



Notice that Open Plan has added the two activities to the spreadsheet pane with bars showing their durations in the barchart pane.

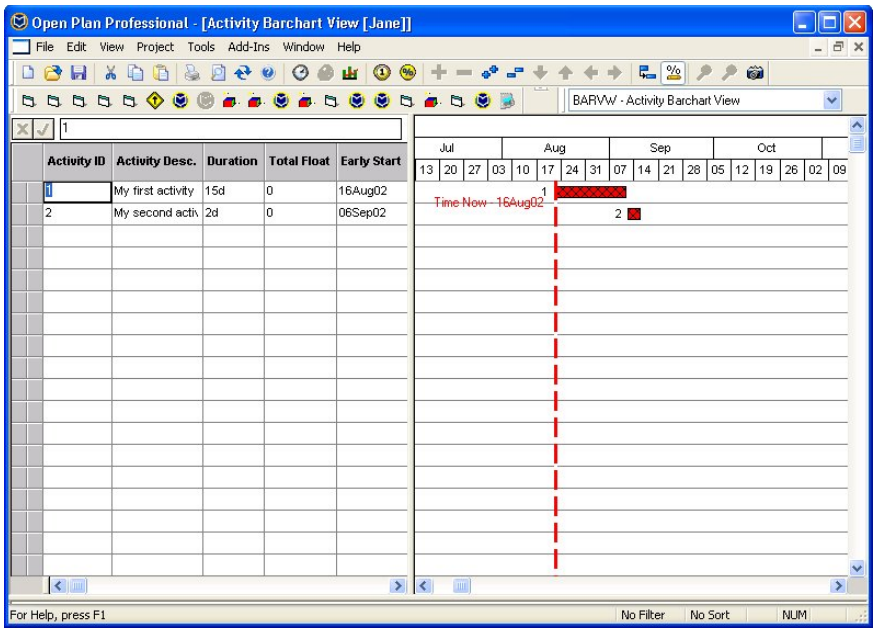
Next, we are going to create a finish-to-start relationship between the two activities. In a finish-to-start relationship, the start of the successor activity depends on the completion of the predecessor activity.

Double-click the selection button for your second activity. In the **Activity Details** dialog box, click the **Relationships** tab.



In the first row of the **Predecessor** column, select your first activity from the list. Click on the **Type** column and select **Finish to Start**. Click **Apply.** A dialog box will display, which asks you if you would like to view the log. This dialog box displays when Time analysis has been calculated. We selected to calculate time analysis automatically when we were creating our project. If we did not select this option, we would have to click the **Time Analysis** button on the toolbar in order for Open Plan to recalculate dates.

Click **Close** to return to the **BARVW** view. Notice how your second activity has moved on the barchart.



Where to Go From Here

Congratulations! You have created a new project with activities and resources. You can continue working with this project if you want by adding more activities or exploring other views. You can also experiment with calendar and code files. If you need additional help, take advantage of the **Help** system, or refer to the *Open Plan User's Guide.*

Appendix -- Backup Restore Log Viewer

Backup Restore Log Viewer.....86

Backup Restore Log Viewer

Restore Log [11/01/06 18:11:43]

C:\Documents and Settings\ruthcurby\My Documents\Welcom\Open Plan Professional 3.1\OPP_BKP.LOG

C:\Program Files\Deltek\Open Plan Professional 3.2\Sample Data\Tour.bk3

|a:OPP|b:Version 3.2.0.854|d:2006-09-27 18:15|n:12345|t:FULL|u:SYSADMIN|s:OP32|

Restoring Calendar File TOUR_CAL as TOUR_CAL.

Restoring Title Block DEF_ACT_SPD as DEF_ACT_SPD.

Failed to restore Title Block DEF_ACT_SPD.

Restoring View ResourceSpreadsheet as ResourceSpreadsheet.

Restoring Title Block DEF_RBS_VIEW as DEF_RBS_VIEW.

Failed to restore Title Block DEF_RBS_VIEW.

Restoring View TOUR_RES as TOUR_RES.

Restoring Resource File TOUR_RES as TOUR_RES.

Restoring Title Block DEF_CODE_VIEW as DEF_CODE_VIEW.

Failed to restore Title Block DEF_CODE_VIEW.

Restoring View CODEVIEW as CODEVIEW.

Restoring View CodeSpreadsheet as CodeSpreadsheet.

Restoring Code File TOUR_OBS as TOUR_OBS.

Restoring Title Block TOURASGN_VTB as TOURASGN_VTB.

Failed to restore Title Block TOURASGN_VTB.

Restoring View TOURASGN as TOURASGN.

Restoring Title Block TOURNET_VTB as TOURNET_VTB.

Failed to restore Title Block TOURNET_VTB.

Restoring View TOURNET as TOURNET.

Restoring Title Block TOURHIST_VTB as TOURHIST_VTB.

Failed to restore Title Block TOURHIST_VTB.

Restoring View TOURHIST as TOURHIST.

Restoring Bar Set TOURBAR_BRS as TOURBAR_BRS.

Restoring Title Block TOURBAR_VTB as TOURBAR_VTB.

Failed to restore Title Block TOURBAR_VTB.

Restoring View TOURBAR as TOURBAR.

Restoring Title Block TOURREL_VTB as TOURREL_VTB.

Failed to restore Title Block TOURREL_VTB.

Restoring View TOURREL as TOURREL.

Restoring Title Block TOURSPRD_VTB as TOURSPRD_VTB.

Failed to restore Title Block TOURSPRD_VTB.

Restoring View TOURSPRD as TOURSPRD.

Restoring Title Block TOURPROG_VTB as TOURPROG_VTB.

Failed to restore Title Block TOURPROG_VTB.

Restoring View TOURPROG as TOURPROG.

Restoring Bar Set TOURSUM_BRS as TOURSUM_BRS.

Restoring Title Block TOURSUM_VTB as TOURSUM_VTB.

Failed to restore Title Block TOURSUM_VTB.

Restoring View TOURSUM as TOURSUM.

Restoring Bar Set TOURCTAB_BRS as TOURCTAB_BRS.

Restoring Title Block TOURCTAB_VTB as TOURCTAB_VTB.

Failed to restore Title Block TOURCTAB_VTB.

Restoring View TOURCTAB as TOURCTAB.

Restoring Project TOUR as TOUR.

Restoring Project Baselines.

Restore Complete. [11/01/06 18:11:47]

System Log

Welcom Application Trace Log [11/01/06 17:23:50]

C:\Documents and Settings\ruthcurby\My Documents\Welcom\Open Plan Professional 3.1\opwin.log

01Nov2006 17:23:50 Open Plan Professional

01Nov2006 17:23:50 Version 3.1.2.770

01Nov2006 17:23:50 Non-Dongle Version

01Nov2006 17:23:50 Unlimited Version

01Nov2006 17:23:50 EXE Directory: C:\Program Files\Welcom\Open Plan Professional 3.1

01Nov2006 17:23:50 Application Directory: C:\Program Files\Welcom\Open Plan Professional 3.1

01Nov2006 17:23:50 User Directory: C:\Documents and Settings\ruthcurby\My Documents\Welcom\Open Plan Professional 3.1

01Nov2006 17:23:50 Log Directory: C:\Documents and Settings\ruthcurby\My Documents\Welcom\Open Plan Professional 3.1

01Nov2006 17:23:50 Config.dat: Config.dat

01Nov2006 17:23:50 Datasources.dat: C:\Program Files\Welcom\Open Plan Professional 3.1\DATASOURCES.dat

01Nov2006 17:23:50 Briefcase.dat: Briefcase.dat

01Nov2006 17:23:50 DefaultLanguage: OP30L409.DLL