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Welcome to ConceptDraw PROJECT 10 for Windows

A full-featured project management solution with all the necessary functions right at your fingertips. Generates an extensive variety of reports on project and task statuses. Centralizes project information through embedded documents and hyperlinks. Unique Multiproject Dashboard manages multiple projects from a single file. Powerful integration with other ConceptDraw products makes project management easier than ever before.

[Manage Plans, Reports, and Changes](#)

[Benefits](#)

[ConceptDraw Maintenance Assurance](#)

[Technical Support](#)

Manage Plans, Reports, and Changes

ConceptDraw PROJECT makes planning projects and managing change easy because of the project focused tools that manage every aspect you, the Project Manager encounters. ConceptDraw PROJECT builds on established project management methodologies while simplifying the process of managing project data, making effective responses, and working with project teams.

ConceptDraw PROJECT helps you manage all of your project variables from a single view. You can quickly generate a broad range of One Click Reports for project variables such as resource usage, task planning by resource, and budgets. Display up-to-data status on dashboards to keep you current as the variables change.

ConceptDraw PROJECT is the complete solution to manage single or multiple projects and their associated resources with a very low cost of ownership.

Your Benefits

ConceptDraw PROJECT gives you the tools to evaluate your project planning. Streamlines meetings and ensures more effective planning and control thanks to live project dashboard illustrations, mind map reports, and knowledge metrics.

ConceptDraw Maintenance Assurance

We have developed an innovative maintenance program that makes sure you stay up to date. At the time of your buy a ConceptDraw product, you are able to purchase [ConceptDraw Maintenance Assurance](#) .

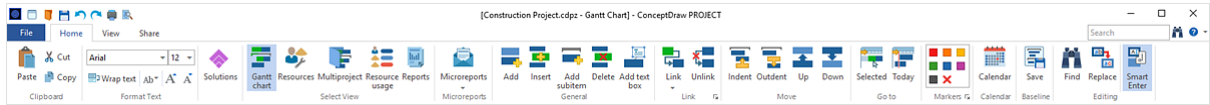
Technical Support

We offer unlimited free technical support to our users.

To send us a problem report or feature request, submit the [ticket](#) form in the Help Desk section on our Web site.

Replies are normally sent within one business day. We are always happy to answer your questions and hear your feedback.

Toolbar Tour



The ConceptDraw PROJECT v10 toolbar provides quick access to functions that are commonly performed within the program.

[Quick Access](#)

[File](#)

[Home](#)








[View](#)

[Share](#)

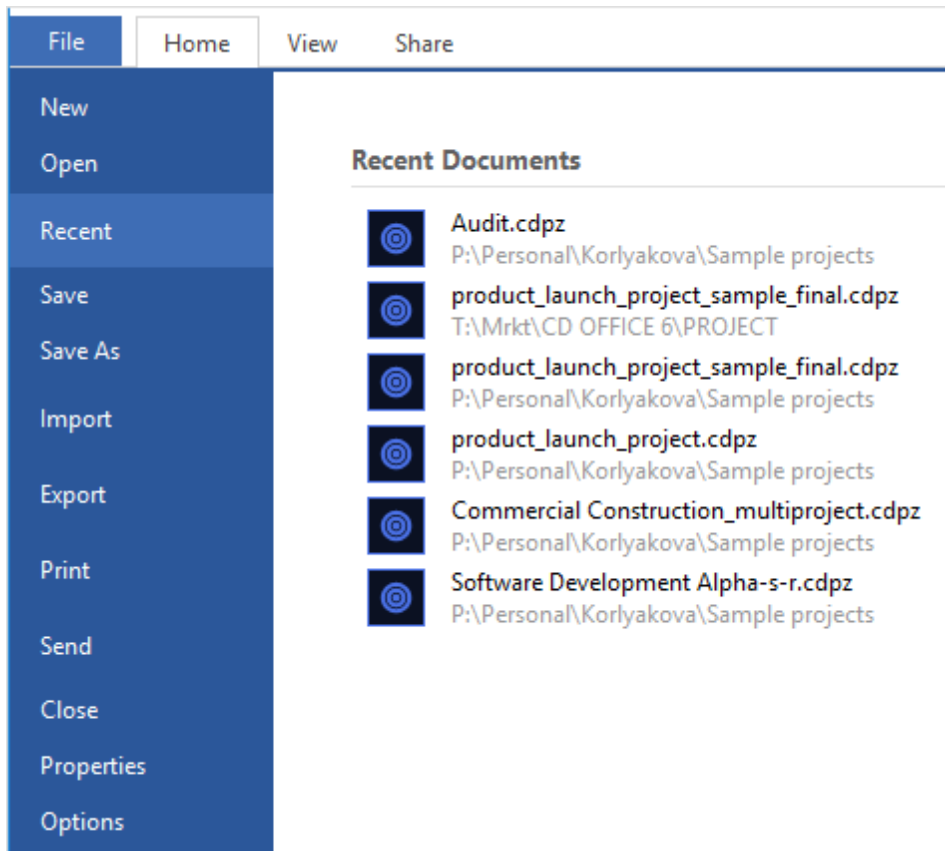
Quick Access



Quick Access menu facilitates access to the most frequently used functions. It is located at the top of [Toolbar](#).






	New	Start a new document
	Open	Open an existing document
	Save	Save the current document
	Undo	Undo the last action
	Redo	Redo the last undone action
	Print	Send the document directly to the default printer without making changes
	Print Preview	Preview and make changes to pages before printing

File



New	Create a new document
Open	Open an existing project
Recent	Show recently opened files
Save	Save the current document
Save As	Save a copy of the document
Import	Import the document
Export	Export the document
Print	Preview and print the document
Send	Send a document
Close	Close ConceptDraw PROJECT
Properties	Open the Document Properties dialog
Options	Open the Options dialog

Preview and print the current ConceptDraw PROJECT file

-
-  Print Send the document to the default printer as it is. Use the [View](#) tab to setup the printed document view.
-  Print Preview Opens [Print Preview](#) tab
-  Print to Adobe PDF Print to Adobe PDF using the current print settings
- Send the current document
-  E-mail Send a copy of the document via e-mail as attachment
-  Open in MINDMAP Open the current document in ConceptDraw [MINDMAP](#)

Import

Create ConceptDraw PROJECT document from other file types. The **Import** section provides the access to ConceptDraw PROJECT import opportunities:



MS Excel - Create project in new document from text outline



MS Project File - Creating new document on the basis of information taken from Microsoft Project * *.mpp* document



Mindjet MindManager - Creating new document on the basis of information taken from Mindjet MindManager * *.mmap* document



Text outline - Creating new document on the basis of information taken from Microsoft Excel * *.xlsx* workbook

Export

Create ConceptDraw PROJECT document from other file types. The **Export** section provides the access to ConceptDraw PROJECT export opportunities



Adobe PDF - Export the document to text outline



MS Excel - Save the document as Microsoft Excel workbook (*.xlsx)



MS Project File - Export the document to Microsoft Project XML



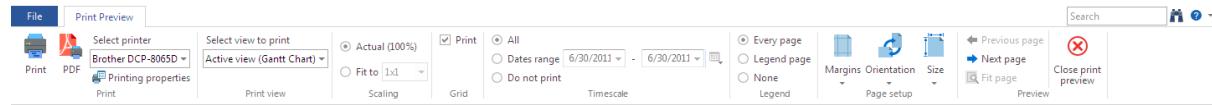
Mindjet MindManager - Save the document in Mindjet MindManager *.mmap format



Text Outline - Export the document to Adobe PDF

Print Preview

Preview and make changes to pages before printing.



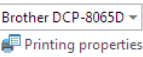
Print



Print the current document

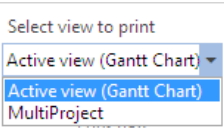


Print to Adobe PDF using the current print settings



Select the printer and set the printer properties

Print View



Select exactly the [view](#) you need to print: Gantt Chart, or Multiproject.

Scaling

Actual - Print the document in zoom 100% of the actual size.
 Fit to - Set the number of pages , your document will be printed

Grid

Set the print options: Print the outline and Gantt chart , or Gantt chart only

Timescale

The timescale printing radio button allows to print the entire project timescale.
 The dates range selection allows to select the time period to print.
 "Do not print" radio button allows to print the entire document without timescale

Legend



Every page - Print the legend at the bottom of each page.
 Legend page - Print the separate legend page.
 None - Do not print legend.

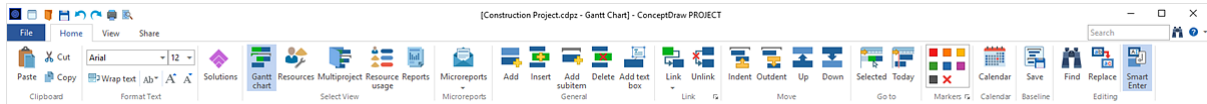
Page Setup

Margins - Set the margins for the current document.
 Orientation - Switch the pages between portrait and landscape layout.
 Size - Choose the page size from the drop-down list.

Preview

Previous page/Next Page - Navigate between pages on page preview.
Fit page - Zoom the document so that entire document fits one page.
Close - Close Print preview.

Home



Clipboard



Paste

Paste content from the Clipboard



Cut

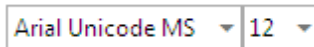
Cut selection and put it into Clipboard.



Copy

Copy the selection and put it into the Clipboard.

Format Text

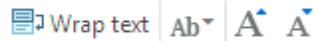


Font

Select font face

Font size

Select font size



Grow font

Increase font size

Shrink font

Decrease font size

Make upper case

Convert selected to upper case

Make lower case

Convert selected to lower case

Make title case

Convert selected to title case

Make sentence case

Convert selected to sentence case

Wrap text

Makes all content visible within a cell by displaying it on multiple lines

Solutions



Solutions

Activate [Solutions](#) panel

Select View



Gantt Chart

Switch to [Gantt Chart](#) View



Resources

Switch to [Resource](#) list



Multiproject

Switch to [Multiproject](#) Dashboard



Resource usage

Switch to [Resource usage](#) view



Reports

Displays the generation window of the last report. If no reports have been created yet, a window will open for creating the first report in alphabetical order in the list of available reports, provided in the [Solutions](#) panel.

Microreports



Microreports

Generate [Microreports](#)

General



Add

Add new item to end



Insert

Inserts new item into selected position



Add sub item

Add sub item to selected item

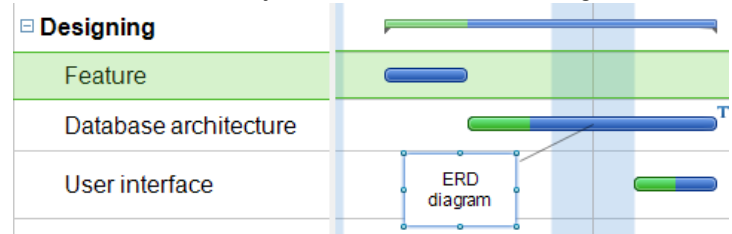


Delete

Delete selection

Add text box

Add a text note to selected task or phase. You can use the Text Box to add work details, supporting information, or other notes to tasks and phases on a project Gantt chart directly. A Text Box can contain just a text with no formatting.



Link



Link

Link two or more selected items

- Finish to start
- Start to start
- Start to finish
- Finish to finish



Unlink

Unlink two or more selected items

Link



Edit button

Edit predecessors using the [Predecessors](#) dialog

Move



Indent

Indent selected item (Move selected item one position right)



Outdent

Outdent selected item (Move selected item one position left)



Up

Move selected item one position up



Down

Move selected item one position down

Go To



Selected

Show selected task on Gantt Chart



Today

Show today's tasks on Gantt Chart view

Markers



Markers

Mark selected item with selected color

Edit Markers button

Opens the [Edit markers](#) dialog

Calendar



Calendar

Shows [Document Properties](#) dialog, **Calendar** tab

Baseline



Save

Save [Baseline](#) settings for selected tasks

Editing



Find

Activate [Find](#) dialog



Replace

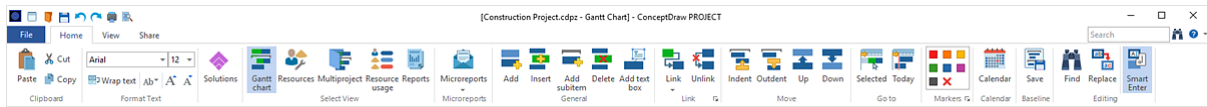
Activate [Replace](#) dialog



Smart Enter


On/Off the **Smart Enter Mode**.
When the Smart Enter Mode is active a new Task is added by the **Enter** key.

Microreports





















ConceptDraw PROJECT gives you an opportunity to communicate with your team faster by using micro-reports.

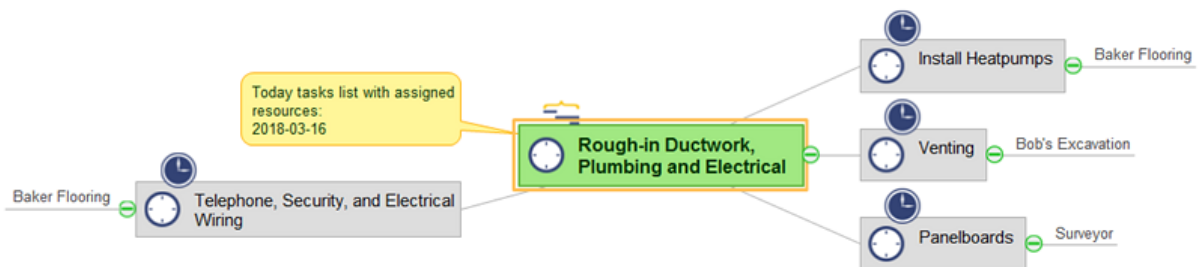
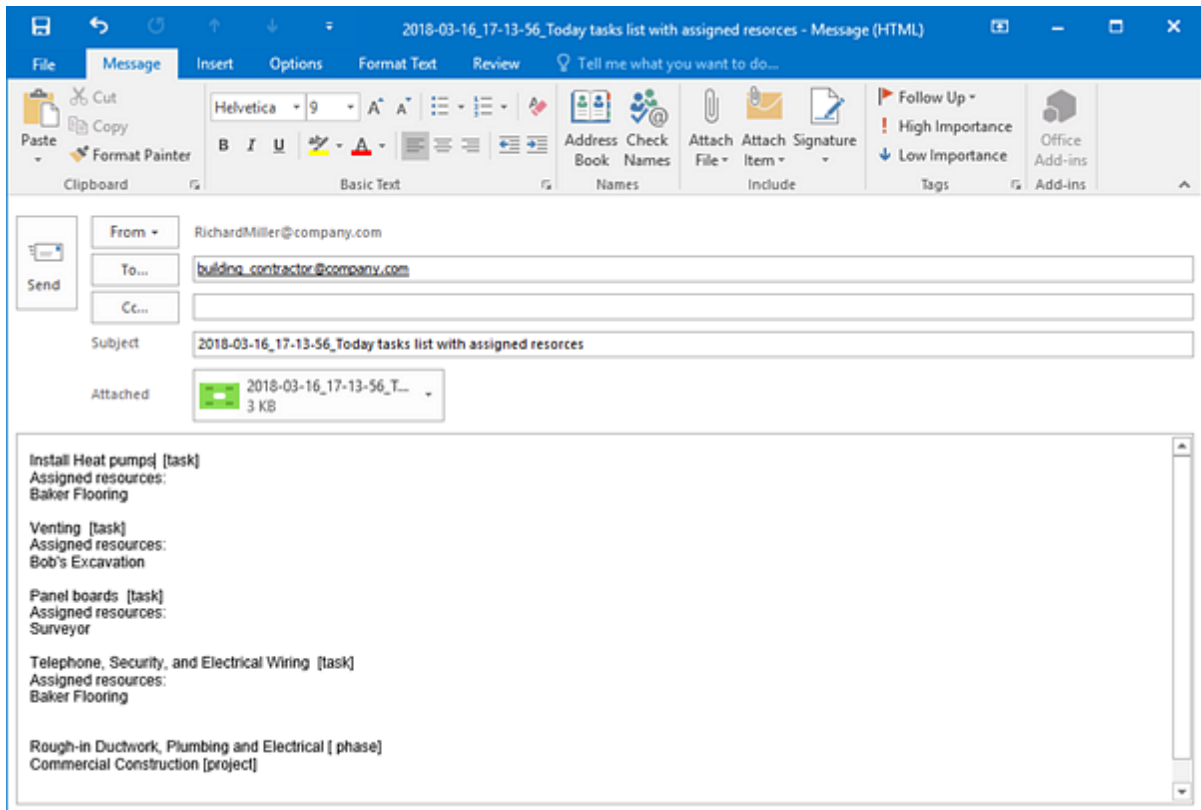
A micro-report is a small piece of project information associated with specific task, phase, resource or project, which you can send via e-mail. It's a great time saver feature for daily communication with your team, and it allows you to report project statuses quickly and easily. The list of micro-reports for choosing is available:

- from the context menu of the the task, phase, resource or project;
- from the Micro-reports button  on the [Home](#) tab.

Right click on selected project, phase, task or resource and select report, required.

<p>Gantt Chart View (Ctrl+Alt+G)</p> 	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Project Phase</p> <ul style="list-style-type: none">  Today Tasks List  Critical Tasks List  Today tasks list with assigned resorces  Today resources list </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Project Task</p> <ul style="list-style-type: none">  Task status </div>
<p>Resources View (Ctrl+Alt+R)</p> 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Project Task</p> <ul style="list-style-type: none">  Today Tasks List  Milestones  Objectives  Projects List  Next tasks  Assigned tasks  Critical tasks </div>
<p>Multiproject View (Ctrl+Alt+J)</p> 	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Project Task</p> <ul style="list-style-type: none">  Today Tasks List  Today resources list  Nearest milestones </div>

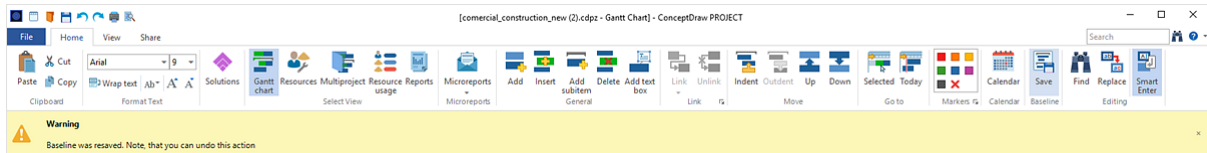
You need to choose the desired type of microreport at the following list of microreports, and it will be opened and ready to send via e-mail.
 Microreports are generated as ConceptDraw MINDMAP files (cdmz), attached to email.



Project Baseline

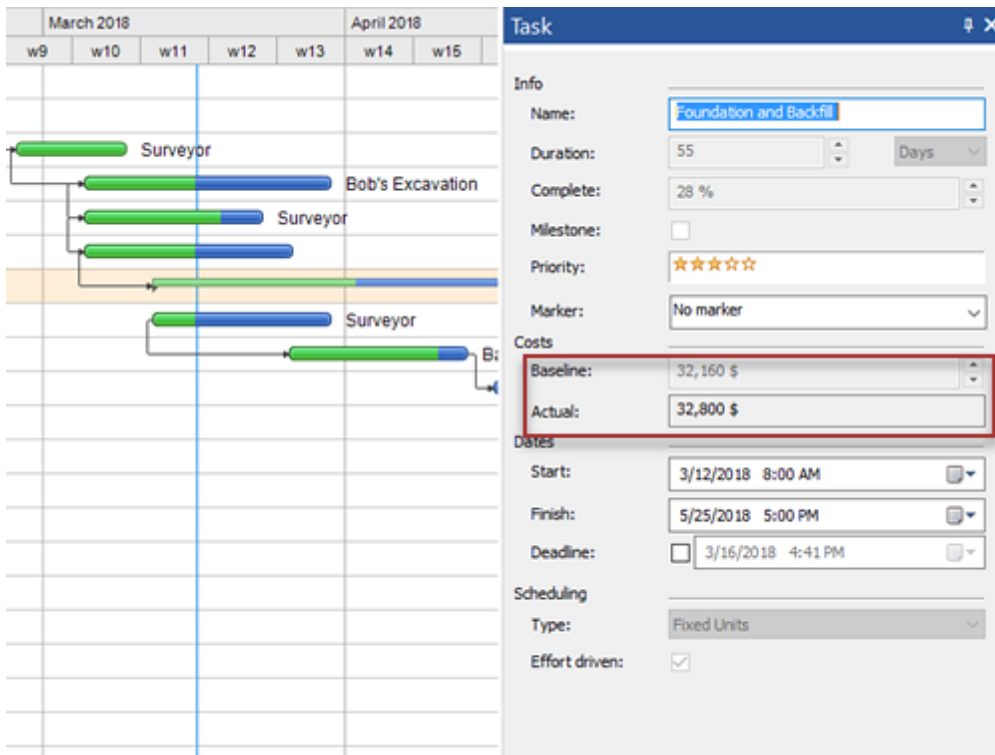
ConceptDraw PROJECT provides the possibility to set a Project baseline. A Project baseline is a snapshot (copy) of the current main values of the project and tasks (Start, Finish, Cost). It is used for assessing performance, and improving the estimation accuracy. Save a baseline when the planning of project is completed and later compare with it the real values at the implementation and after completion your project.

To save a Baseline, click the Save Baseline button  on the Home tab. The following message will appear:

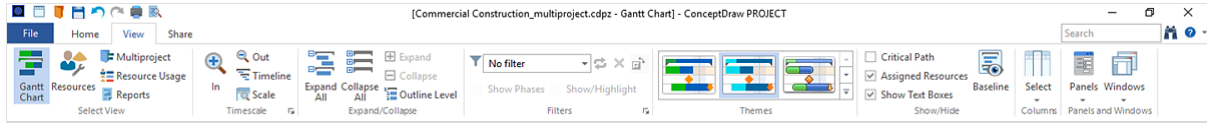


To undo the last action, click the Undo button on the [Quick Access Toolbar](#) or Ctrl+Z on the keyboard. . Baseline in ConceptDraw PROJECT includes three parameters: Baseline Start, Baseline Finish, and Baseline Cost. To display them on the Gantt chart, use the [Column Customization](#) dialog. Also the value of Baseline cost can also be found on the [Task](#) panel.

As the project progresses, the Baseline will help you measure any changes in the plan and to determine any differences from your original plan and the actual state of your project.



View



Select View



Gantt Chart: Switch to [Gantt Chart](#) View.



Resources: Switch to [Resource](#) list.



Multiproject: Switch to [Multiproject](#) Dashboard.



Resource usage: Switch to [Resource usage](#) view.

Timescale



Zoom in



Zoom out



Timeline: Adjust zoom so, that the entire project timeline fit the screen.



Scale: Show the scale choice drop-down list.

The button at the right bottom of the section opens [Timescale](#) dialog (A timescale ruler (or calendar) measures time for the tasks in your document.)

Expand/collapse



Expand all: Expand all sub items.



Collapse all: Collapse all sub items.



Expand: Expand selected item.

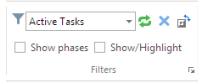


Collapse: Collapse selected item.



Outline level: Show tasks of the certain outline level.

Filters



Select Filter:

Select the embedded filter and activate [Filters](#) mode.

Apply previously selected filter.

Clear the current filtering.

Invert the current filter.

Show phases: Show/Hide phases.

Show Highlight: Show/Hide Highlight.

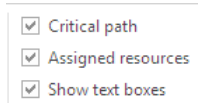
Edit Filter button: Open the [Filters](#) Dialog.

Themes



Themes: Select the one of the available Gantt chart views

Show/Hide



Critical path: Show/Hide the [critical path](#)

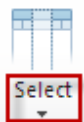
Assigned resources: Show/Hide the [resources](#) assigned to tasks on the Gantt

Show text boxes: Show/Hide [text boxes](#)



Baseline: Show/Hide the saved project [baseline](#) on the Gantt Chart

Columns

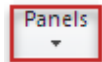


Customize columns: Open the [Columns customization](#) dialog and select columns to display in the project outline.

Panels and Windows



Panels: Manage [Floating panels](#).




Windows: Shows the list of opened windows.



Gantt Chart

The Gantt chart is the default view of the project file when you run ConceptDraw PROJECT. Also it is

accessible by the button  on the [View](#) tab. Gantt chart window consists of two parts: the task list (project outline) and graphic presentation of the tasks (Gantt chart).

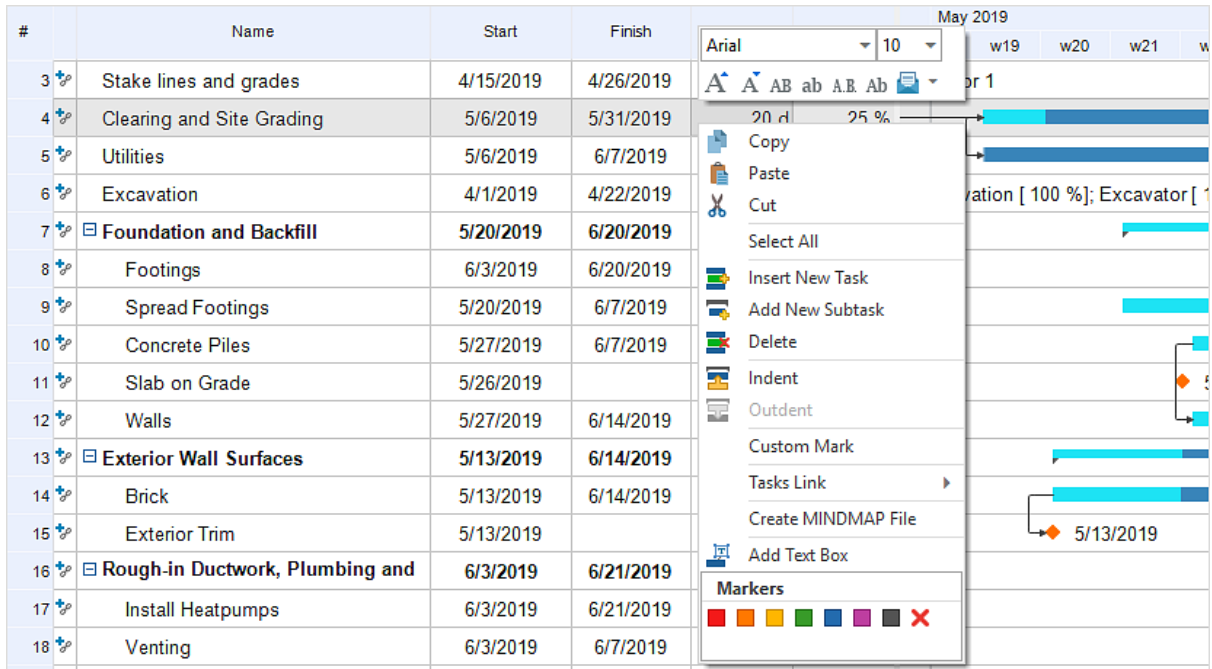
#	Name	Start	Finish	Duration	Complete	2019													
						w19	w20	w21	w22	w23	w24	w25	w26	w27	w28	w29	w30	w	
4	Clearing and Site Grading	5/6/2019	5/31/2019	20 d	25 %	Bob's Excavation; Excavator [1]													
5	Utilities	5/6/2019	6/7/2019	25 d	0 %	Surveyor 2													
6	Excavation	4/1/2019	4/22/2019	16 d	31 %	ration [100 %]; Excavator [1]													
7	Foundation and Backfill	5/20/2019	6/20/2019	24 d	51 %														
8	Footings	6/3/2019	6/20/2019	14 d	20 %	Surveyor 1													
9	Spread Footings	5/20/2019	6/7/2019	15 d	100 %	Baker Flooring; Concrete mixer [1]													
10	Concrete Piles	5/27/2019	6/7/2019	10 d	50 %	Bob's Excavation; Concrete mixer [1]													
11	Slab on Grade	5/26/2019			0 %	5/26/2019; Surveyor 2													
12	Walls	5/27/2019	6/14/2019	15 d	33 %	Baker Flooring; Truck [1]													
13	Exterior Wall Surfaces	5/13/2019	6/14/2019	25 d	40 %														
14	Brick	5/13/2019	6/14/2019	25 d	40 %	Bob's Excavation; Excavator [1]													
15	Exterior Trim	5/13/2019			0 %	5/13/2019													
16	Rough-in Ductwork, Plumbing and	6/3/2019	6/21/2019	15 d	54 %														
17	Install Heatpumps	6/3/2019	6/21/2019	15 d	33 %	Baker Flooring; Truck [1]													
18	Venting	6/3/2019	6/7/2019	5 d	25 %	Bob's Excavation													
19	Panelboards	6/3/2019			0 %	6/3/2019; Surveyor 2													

1. A task can be added to the document with one of the following methods:
 - By pressing **Enter**
 - Using the **General** section on the [Home](#) tab
 - Applying the command **Insert New Task** from the [context menu](#).
2. All parameters of the project tasks can be specified in the [Tasks](#) dialog. Some parameters can be specified in the context menu and on the Gantt chart.
3. Columns that contain the project outline information can be managed using the [Column Customization](#) dialog. The width of a column can also be changed. For this set the cursor to the right edge of the column (the cursor should turn a double-sided arrow) and drag it to the needed direction.
4. The Gantt chart displays task as bars. Bars are arranged in accordance with the timescale, displaying the task start /end time and its duration. The timescale can be changed. This can be done in the [Timescale](#) dialog, that can be accessed from the [context menu](#). Also can change the task start/end date, its duration and completion. To change start/end dates move the bar by your mouse. To change the task duration draw by the right edge of the bar, to change the percentage of completion draw by the left edge. In both cases the cursor should turn a double-sided arrow. The non-completed part of the task is shown in blue, the completed one - in green.
5. The names of the resources involved in these tasks are shown next to the tasks.
6. Links between dependent tasks are shown with arrows. The most common link type, **finish to start**, is assigned by the following way: first select the tasks to which you want to assign links, and then use one of the following:
 - The **Link** group in the [Home](#) tab
 - The context menu of the Gantt chart view
 Any link type can be customized using the dialog [Predecessors](#).

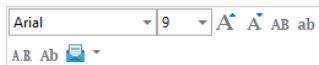
7. The widths of the text and graphic parts of the diagram can be changed. For this set the cursor on the dividing line and draw to the needed direction.

Gantt Chart Context Menu

Access the most frequently used operations at Gantt Chart window via the context menu.



Gantt Chart Context Menu

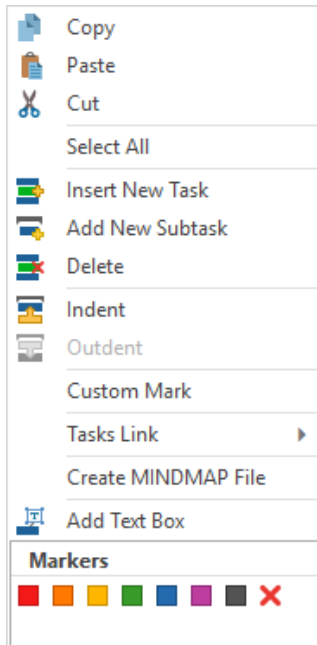


Text Format

Change the [text format](#) of the project schedule

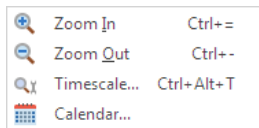
Microreports

Generate [Microreports](#)



- Copy** Copy the selection and put it into the Clipboard.
- Cut** Cut selection and put it into Clipboard.
- Paste** Paste content from the Clipboard.
- Select All** Select all tasks.
- Insert New Task** Inserts new task into selected position.
- Add New Subtask** Add sub task to selected task.
- Delete** Delete selection.
- Indent** Indent selected tasks (Move selected item one position right).
- Outdent** Outdent selected tasks (Move selected item one position left).
- Custom Mark** Mark the tasks that need to be represented in the diagram.
- Task Link** [Link](#) two or more selected items.
- Create MINDMAP File** Generate a mind map (*. cdmz) from selected tasks.
The file will be opened in ConceptDraw MINDMAP
- Add Text Box** Add a text box to selected item.
- Markers** Make the selected items looking like [marked](#) with a highlighter.


Gantt Chart Timescale Context Menu



- Zoom In** Displays timescale in more detail (day instead of weeks, etc.)
- Zoom out** Displays a more generalized timescale (weeks instead of days, etc.)
- Timescale** Calls [Timescale](#) dialog that allows to customize timescale appearance. It gives more possibilities for this than **Zoom In** and **Zoom Out** commands. On the other hand mentioned commands allows to change calendar scale quicker.
- Calendar** Opens the Standard [Calendar](#) dialog

Resources



By clicking the button  on the [View](#) tab, you open the Resources window. This window contains a list of resources with their characteristics.

#	Name	Type	Cost	Group	E-Mail	Notes
1	Bob's Excavation	Work	165 \$/h	Excavation	bob_excavation@gmail.com	
2	Surveyor 1	Work	100 \$/h	Surveyor	surveyor2@gmail.com	
3	Baker Flooring	Work	140 \$/h	Flooring	baker_flooring@gmail.com	
4	Surveyor 2	Work	100 \$/h	Surveyor	surveyor2@gmail.com	
5	Excavator	Equipment	700 \$	Excavation		
6	Truck	Equipment	700 \$	Excavation		
7	Concrete mixer	Equipment	700 \$	Flooring		
8	Bob's Excavation	Work	165 \$/h	Excavation	bob_excavation@gmail.com	
9	Excavator	Equipment	700 \$	Excavation		
10	Truck	Equipment	700 \$	Excavation		
11	Baker Flooring	Work	140 \$/h	Flooring	baker_flooring@gmail.com	
12	Concrete mixer	Equipment	700 \$	Flooring		
13	Surveyor 2	Work	100 \$/h	Surveyor	surveyor2@gmail.com	
14	Surveyor 1	Work	100 \$/h	Surveyor	surveyor2@gmail.com	

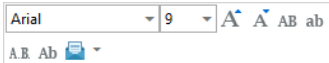
- Resources can be added by pressing **Enter**, or from the [context menu](#) by applying the command **Add Resource**.
- Click the **Type** field of the Resource row. Add the resource type using the drop down menu. **Work** resources are those with a cost over time. Other types of resources have a fixed cost per unit.
- Columns that contains the resources information can be managed using the [Column Customization](#) dialog. The width of a column can also be changed. For this set the cursor to the right edge of the column (the cursor should turn a double-sided arrow) and drag it to the needed direction.
- Open [Gantt Chart](#), View select a task and assign resources to task using the [Assign Resources](#) panel.
- The information on the resources can be edited in the [Resource](#) panel.

Resources Context Menu

Access the most frequently used operations with resources via the context menu.

Name	Type	Cost	Group
Bob's Excavation		Arial 9	Excavation
Surveyor 1		A A AB ab A.B Ab	Surveyor
Baker Flooring	Work	140 \$/h	Flooring
Surveyor 2			Surveyor
Excavator	E		Excavation
Truck	E		Excavation
Concrete mixer	E		Flooring
Bob's Excavation			Excavation
Excavator	E		Excavation
Truck	E		Excavation
Baker Flooring			Flooring
Concrete mixer	Equipment	700 \$	Flooring

Resources List Context Menu

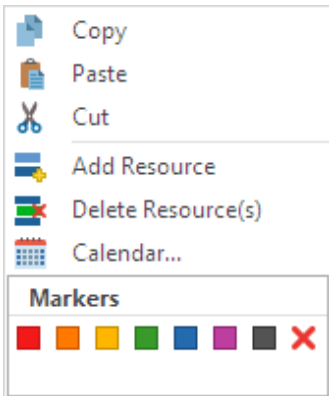


Text Format

Change the [text format](#) of the project schedule

Microreports

Generate [Microreports](#)



Copy

Copy the selection and put it into the Clipboard

Cut

Cut selection and put it into Clipboard.

Paste

Paste content from the Clipboard

Add Resource

Inserts new resource

Delete Resource(s)

Delete selected resources

Calendar


Opens the Standard [Calendar](#) dialog

Markers

Set color markers

Multiproject



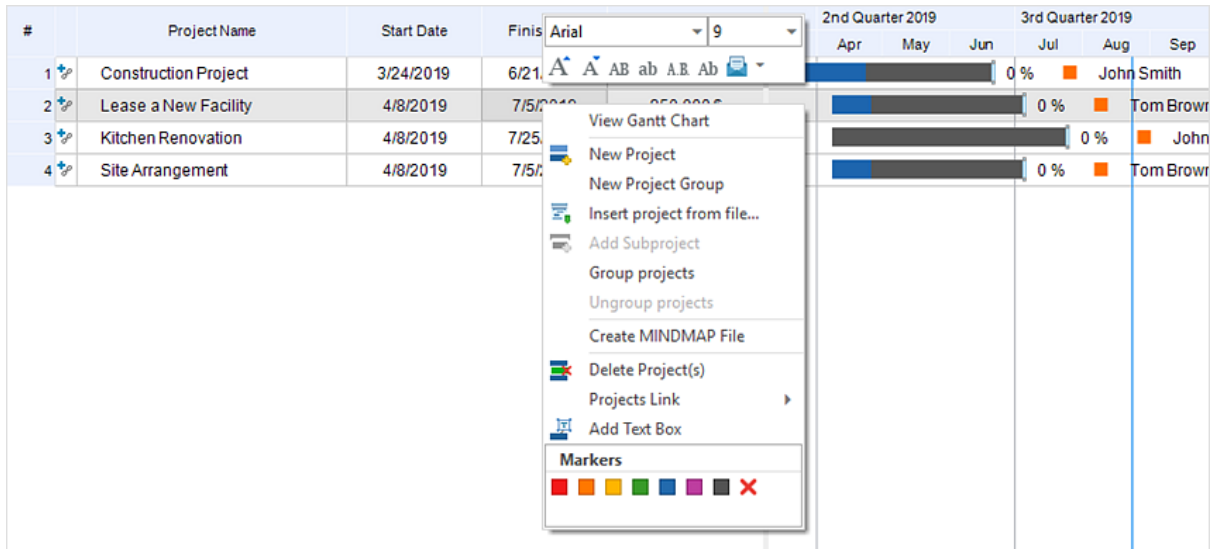
When you've got a multi-project file, use the button  on the [View](#) tab. It opens the Multiproject window. This window contains a list of projects with their characteristics.

#	Project Name	Priority	Start Date	Finish Date	Budget	Company	1st Quarter 2018			2nd Quarter 2018			3rd Quarter 2018			4th Q
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
1	Business Startup	★★★★★	2/12/2018	7/11/2018	\$ 6,000	TechCorp				141 %			»»»	Brian Shark		
2	Web Site Launch	★★★★★	2/12/2018	4/19/2018	\$ 6,000	TechCorp				18 %			»	Brian Shark		
3	Release To Production	★★★★★	2/16/2018	3/23/2018	\$ 10,000	TechCorp				0 %			■	James Smith		
4	Promo Program	★★★★★	1/19/2018	2/22/2018	\$ 33,000	Evil Empire				0 %			■	Dart Weider		

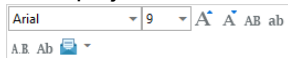
- Projects can be added to the document with one of the following methods:
 - By pressing **Enter**
 - Using the **General** section on the [Home](#) tab
 - Applying the command **Insert New Task** from the [context menu](#).
- Columns that contains information on the multiple project can be managed using the [Column Customization](#) dialog. The width of a column can also be changed. For this set the cursor to the right edge of the column (the cursor should turn a double-sided arrow) and drag it to the needed direction.
- You can set the visual parameters of the multiple project Gantt chart using the [Multiproject Settings](#).
- The timescale can be changed. This can be done in the [Timescale](#) dialog, that can be accessed from the [context menu](#). Also can change the task start/end date, its duration and completion. To change start/end dates move the bar by your mouse. To change the task duration you need to switch to [Gantt Chart](#) view.
- You can group projects using the [context menu](#). You can then select a project and use the **Group Projects** command from the context menu or create a **New Project Group** where you can then move your projects to. **Project Group** treats each project similarly to a phase, so all the properties are aggregated from the projects you include. Please note that Project Group only groups projects, so it does not have its own tasks.

Multiproject Context Menu

Access the most frequently used operations at Multiproject window via the context menu.

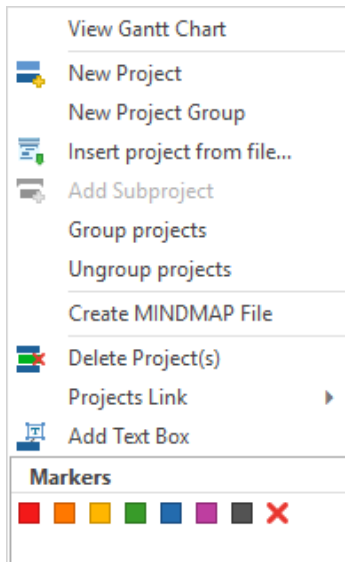


Multiproject Context Menu



Text Format
Microreports

Change the [text format](#) of the project schedule
Generate [Microreports](#)







View Gantt Chart
New Project
New Project Group
Insert project from file
Add Subproject
Group Projects
Ungroup Projects
Create Mind Map

Delete Project (s)
Project Link Link
Add Text Box
Markers

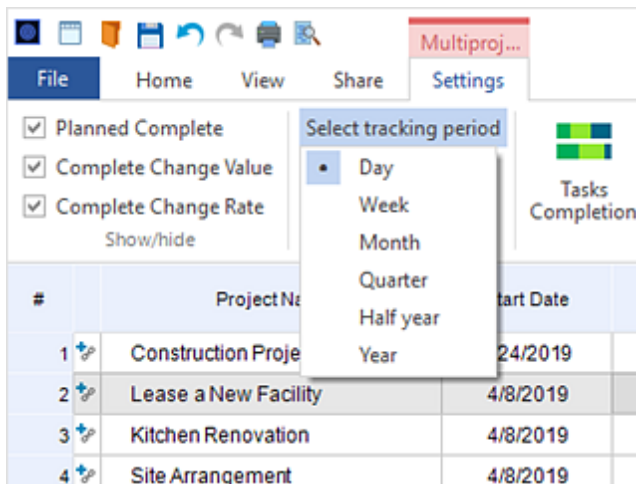
Switch to [Gantt Chart View](#)
Add a new project
Add new project group
Add a new project from file
Add sub project to selected project
Join selected projects into a Project Group
Split the Project Group into separate projects
Generate a multipage mind map (*. cdmz) from selected projects. The file will be opened in ConceptDraw MINDMAP
Delete selected project (s)
[Link](#) two or more selected projects
Add a text box to selected item
Make the selected items looking like [marked](#) with a highlighter

Multiproject Timescale Context Menu

	Zoom In	Ctrl+=	Zoom In	Displays timescale in more detail (day instead of weeks, etc.)
	Zoom Out	Ctrl+-	Zoom out	Displays a more generalized timescale (weeks instead of days, etc.)
	Timescale...	Ctrl+Alt+T	Timescale	Calls Timescale dialog that allows to customize timescale appearance. It gives more possibilities for this than Zoom In and Zoom Out commands. On the other hand mentioned commands allows to change calendar scale quicker.
	Calendar...		Calendar	Opens the Standard Calendar dialog

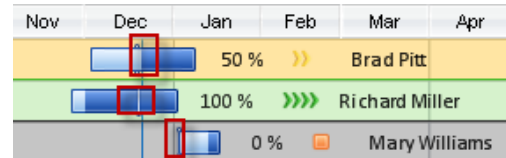
Multiproject Settings

You can change the visual parameters of the [Multiproject View](#)

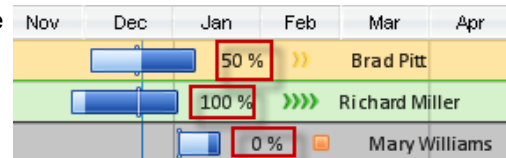


Show/hide

Planned complete Show/hide the planned complete mark on the project Gantt chart

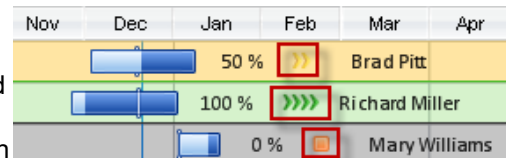


Complete change value Show/hide the change of the complete value



Complete change rate Show/hide the symbol of the complete change rate. Project's dynamics are shown using colored symbols:

- yellow arrows indicate a normal completion level
- green arrows means that a project is



ahead of schedule
 • orange square symbol signals that the project's completion didn't change, the project "sleeps" and we have zero progress.

Tracking period

Select tracking period Set the frequency of complete values verification

- Day
- Week
- Month
- Quarter
- Half year
- Year

Task Completion

Show/hide the colored bar representing the situation with the completeness of the project's tasks. You can see the number of completed tasks, the ones in the process, and those that have not been started.

2	8	2	John Smith
5	1	14	Tom Brown
	97		John Smith
5	1	14	Tom Brown

Resource Usage



Resource Usage diagram consists of two parts: the task list and graphic presentation of the tasks.

Name	Project Name	Expenses	w20, 12 May 2019						w21, 19 May 2019							
			12	13	14	15	16	17	18	19	20	21	22	23	24	
Bob's Excavation		121,600 \$	200%						200%							
Surveyor 1		19,200 \$														
Stake lines and grades	Construction Project	8,000 \$														
Footings	Construction Project	11,200 \$														
Baker Flooring		70,400 \$							100%							
Surveyor 2		20,000 \$	100%						100%							
Tom Sheldon		3,600 \$							100							
Rich Gannon		15,600 \$	200		100%											
Joe Smith		48,000 \$							100		100					
Tom Farrell		46,800 \$							100		100%				200	

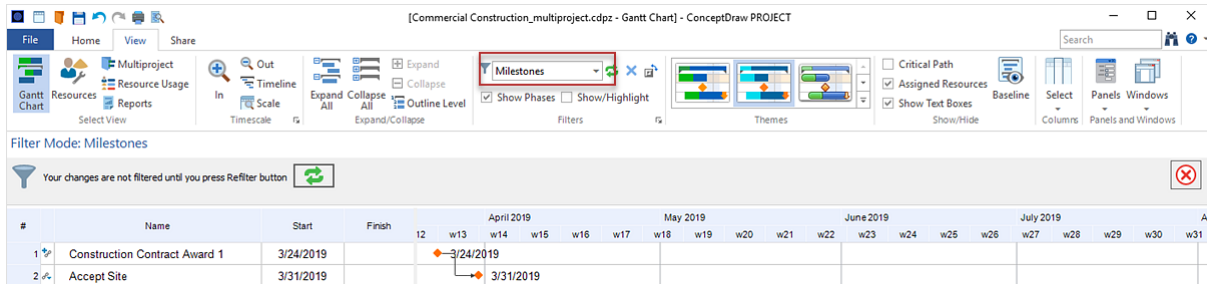
It is a kind of a Gantt Chart which shows you all resources with their usage by tasks and time.

1. You can see the all resources and only allocated tasks in the left part of the diagram and their usage with timetable in the right part. Thus, you can see which resource haven't any tasks.
2. To quickly move to the [Resource view](#) just make a double-click on a resource.
3. To move to the [Gantt chart](#) view make a double-click on a task in the left part of the Resource Usage view.
4. The graphic part of the diagram displays task as bars. Bars are arranged in accordance with the timescale, displaying the task start /end time and its duration. The timescale can be changed. This can be done in the dialog [Timescale](#).
5. Normally allocated resources are shown in blue color, over allocated resources - in red color and under allocated resources are shown in yellow, so you can quickly define which resources is over- or under allocated and find a solution for such issue.

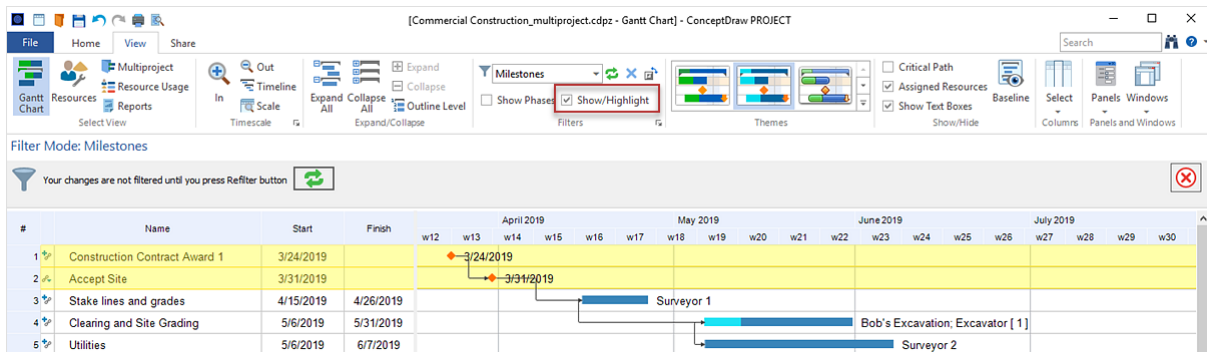
Filters Mode

The embedded filters of ConceptDraw PROJECT can be very useful for viewing a specific range of information. You can apply filters to tasks, resources and even projects. Filters mode can be activated from the Filters section on the View tab.

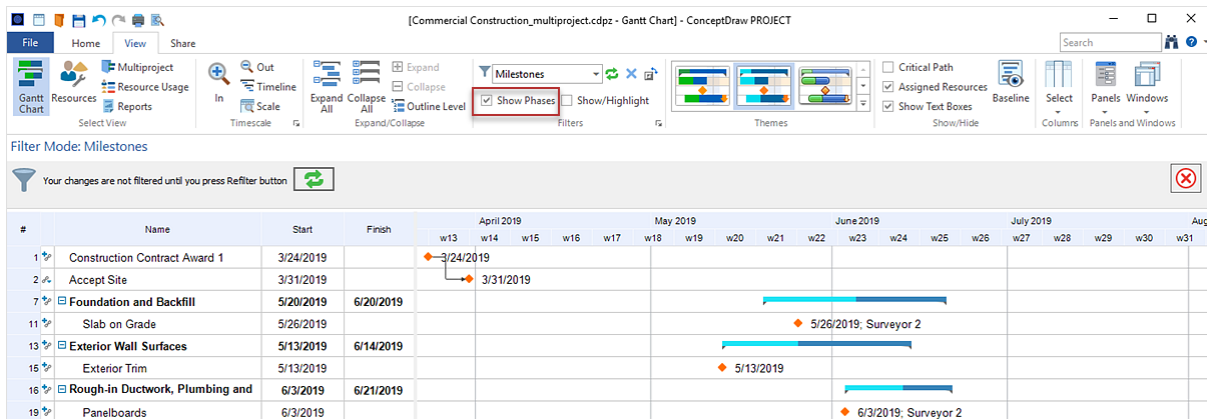
1. Select one of the embedded filters from the drop-down menu.



2. Toggle **Show/Highlight** item, to highlight filtered items without hiding the other data.



3. Toggle **Show Phases** item to display phases that are associated with tasks which are shown in the filtered view.

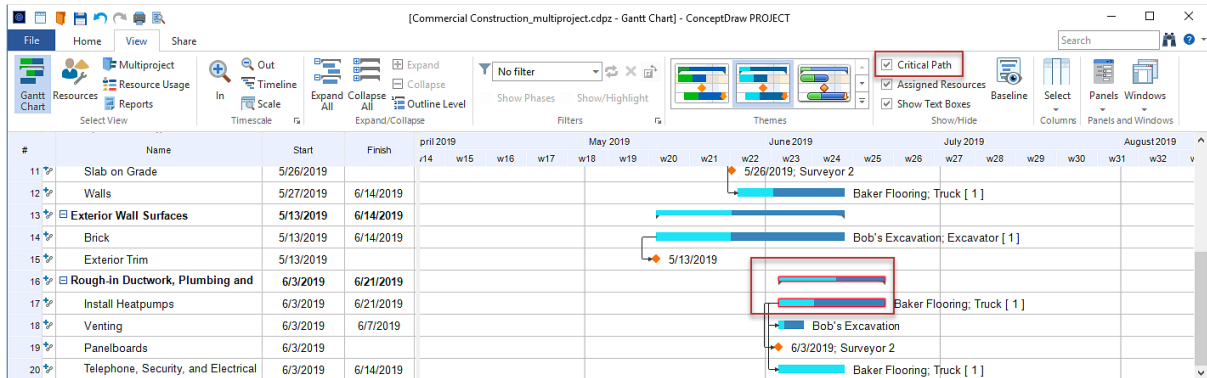


4. You can reverse filtering condition using **Invert** button.

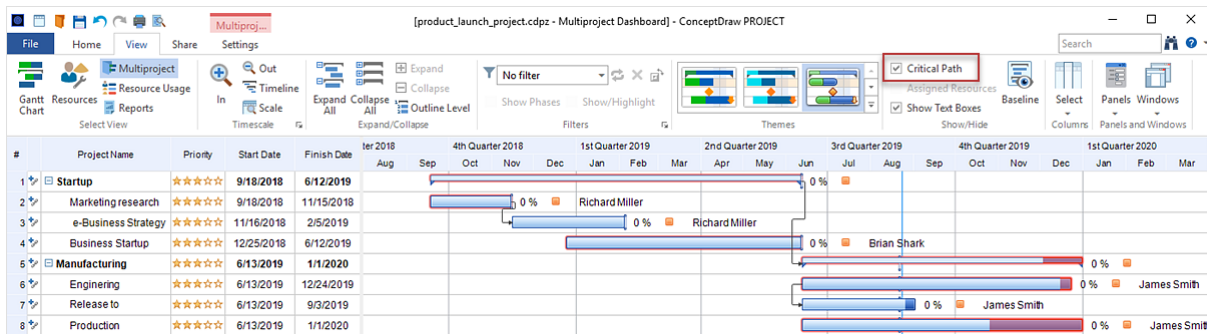
Critical Path

Critical Path Analysis helps identify the minimum length of time needed to complete a project. When you need to run an accelerated project, the critical path will help you identify which project steps you should accelerate to complete the project within the available time. Select the Gantt Chart View or Multiproject View and check the Critical path option on the View toolbar. The critical path will be highlighted with the red color.

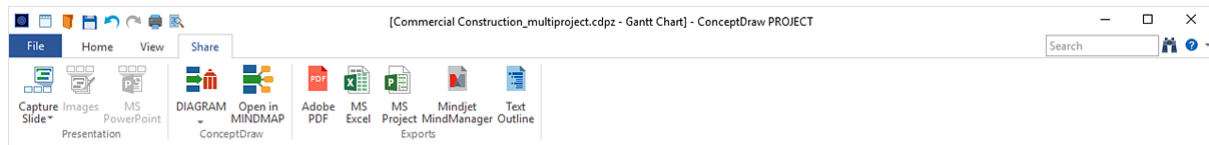
The critical path of a single project shows which tasks are most critical: the ones that add up to the longest project duration.



The critical path of a multiple project shows which projects are most critical to complete all the projects on time.



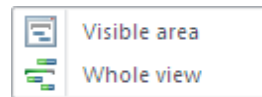
Share



Presentation



Capture Slides



ConceptDraw PROJECT allows you to make slides for presentation. You can create slides from any of [project views](#).

Make slide from the current project view according to chosen option. The slides will appear in the pop-up [Slide Preview](#) panel.



Images: Save slides in PNG format.



MS PowerPoint: Save slides as MS PowerPoint presentation (PPTX).

ConceptDraw



DIAGRAM: Create a Project Management diagram in ConceptDraw [DIAGRAM](#)



Open in MINDMAP: Open the current document in ConceptDraw [MINDMAP](#) , having closed it in ConceptDraw PROJECT.

Exports



Adobe PDF: Export the document to Adobe PDF.



MS Excel: Save the document as Microsoft Excel workbook (XLSX).



MS Project: Export the document to Microsoft Project XML.




Mindjet MindManager: Save the document in Mindjet MindManager format (MMAP).

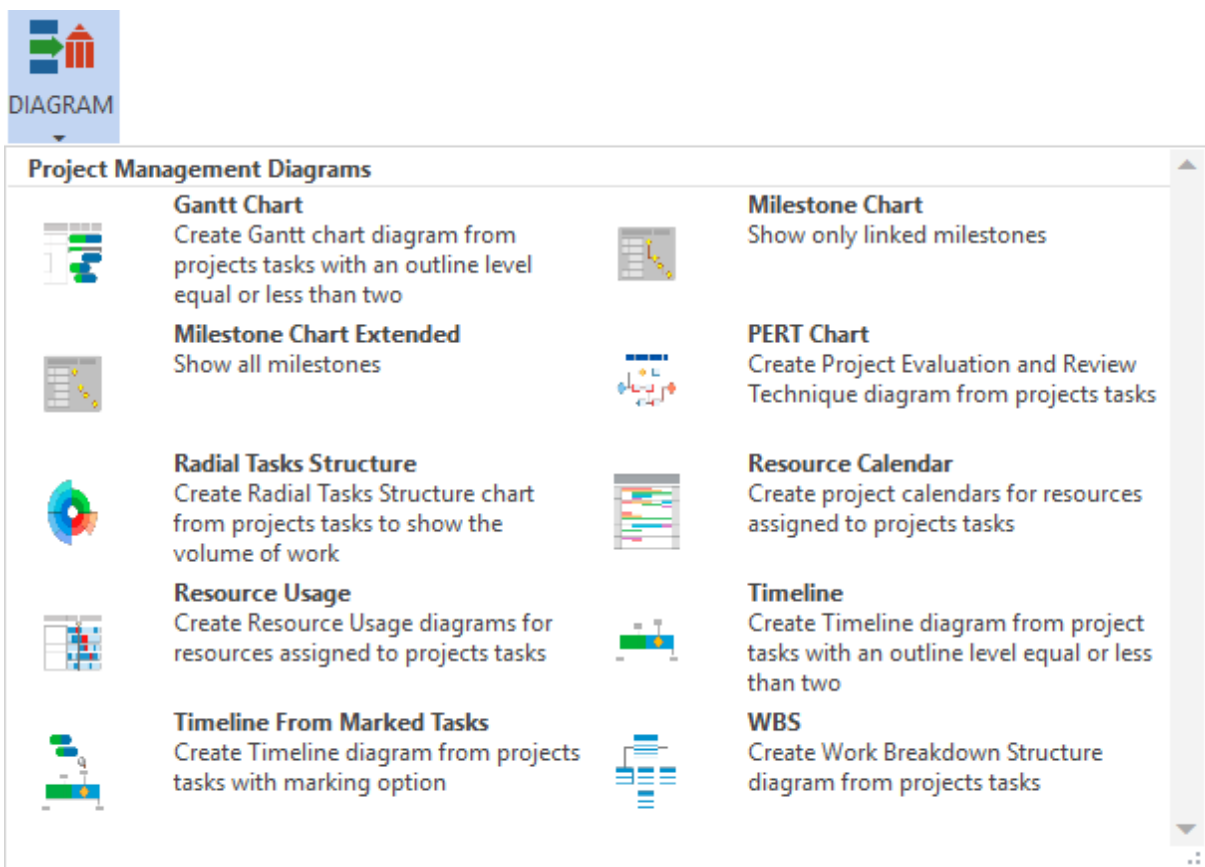


Text Outline: Export the document to text outline.

DIAGRAM


Project management diagrams give you the ability to view at a detailed level project attributes such as project scope, logical connections in the project, critical paths, key events on the timeline, milestones, tasks, calendars for work, and resource utilization. Transforming project data into different visual forms is a productive way of looking at your project from different perspectives. It also helps you deliver project information in suitable way depending on your objectives and audience.

Select the proper diagram type from the drop-down list of the **DIAGRAM** button  on the Share tab. There are 10 types of visual project diagrams available: Gantt Chart, Milestones chart, PERT chart, Radial Structure chart, Resource Calendar, Resource Usage diagram, Timeline, Timeline From Marked Tasks, and WBS chart. The diagram will be generated and opened in ConceptDraw DIAGRAM.

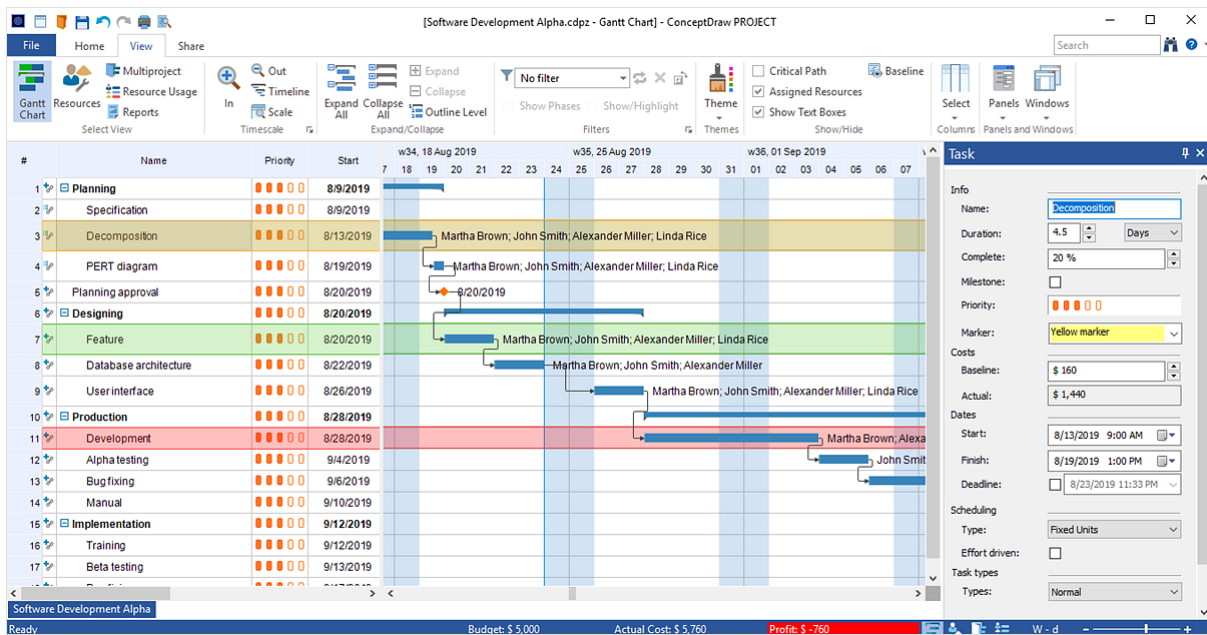


MINDMAP

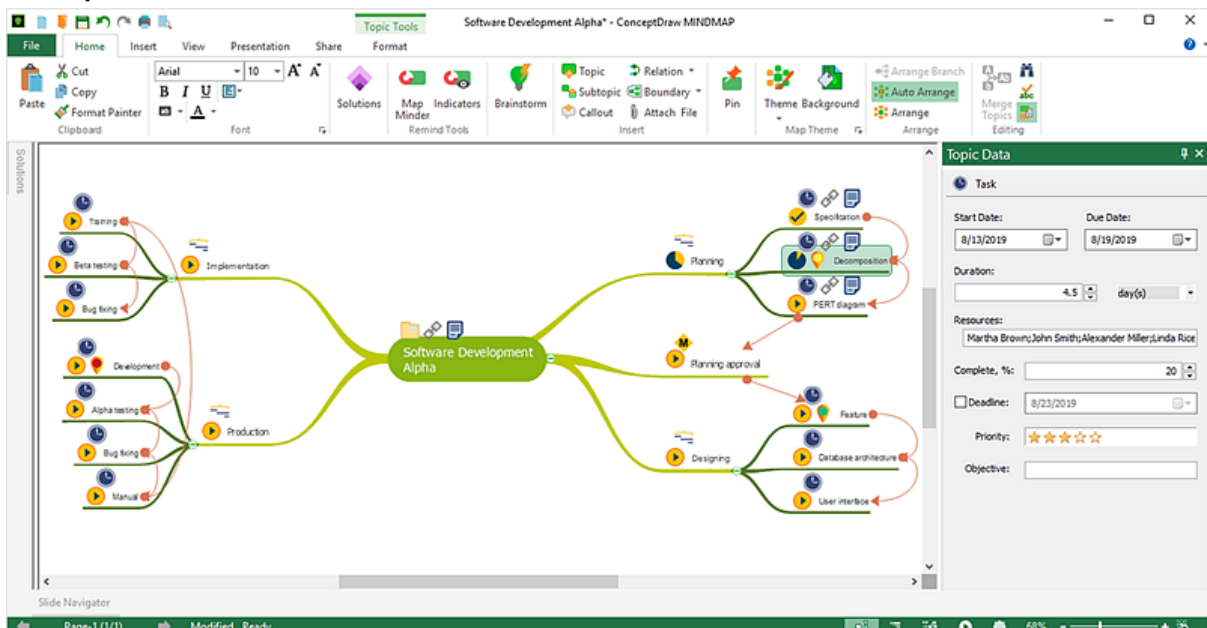
The compatibility between ConceptDraw products allows you to migrate your documents from MINDMAP to PROJECT and vice versa. You can see the project data in a mind map structure by opening your

project in ConceptDraw MINDMAP . Mind map will consist from topics of Project Management type, which contain all project information. Project Notes will be opened as Notes to topics. All hyperlinks will be displayed in the Hypernote panel. This way you are switching views without creating extra files. You can see the same file in both applications:

ConceptDraw PROJECT



ConceptDraw MINDMAP



Dialogs

[Floating Panels](#)

[Task](#)

[Project](#)

[Resource](#)

[Notes](#)

[Assign Resources](#)

[Slide Navigator](#)

[Hypernote](#)

[Links](#)

[Timescale](#)

[Column Customization](#)

[Edit Markers](#)

[Predecessors](#)

[Filters](#)

[Options](#)

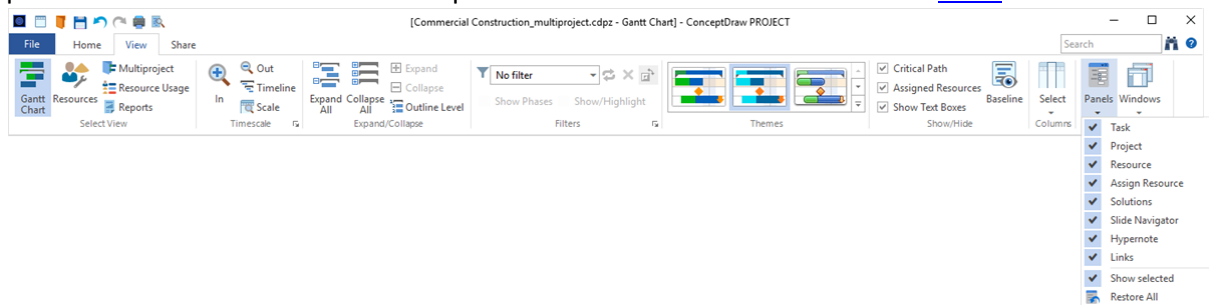
[Document Properties](#)

[Find](#)

[Replace](#)

Floating Panels

Some tools and features in ConceptDraw PROJECT are accessible from the floating panels. Floating panels can be accessed from the drop down list of the Panels button on the [View](#) tab.

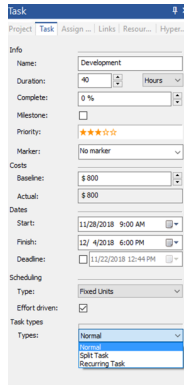


[Task](#)
[Project](#)
[Resource](#)
[Assign Resources](#)
[Solutions](#)
[Slide Navigator](#)
[Hypernote](#)
[Links](#)

Task

Task dialog can be accessed from **Panels** button on the [View](#) tab.

Task dialog defines the project parameters and allows you to manage a task information from the [Gantt chart](#).



Name: Set up task name.

Duration: Set up task duration.

Measuring unit: Specify duration measuring unit.

Complete: Set up percentage of completeness.

Milestone: Convert task to milestone.

Priority: Set up task priority.

Marker: Specify task marker from list.

Baseline: Display task baseline cost.

Actual: Display task actual cost.

Start: Set up start date.

Finish: Set up finish date.

Deadline: Set up deadline date.

Scheduling: Set the [Fixed Task Type](#)

Effort driven: On/Off the [Effort-Driven](#) scheduling.

Task types: You can [Split a task](#), or create a [Recurring task](#).

The three Task Types used in ConceptDraw PROJECT are Fixed Units, Fixed Work, and Fixed Duration. Fixed Units is set as default.

Each of the task types affects scheduling when you edit one of the three elements as follows.

Task type	Units is edited	Duration is edited	Work is edited
Fixed Units	Duration is recalculated	Work is recalculated	Duration is recalculated
Fixed Work	Duration is recalculated	Units are recalculated	Duration is recalculated
Fixed Duration	Work is recalculated	Work is recalculated	Units are recalculated

Effort - Driven Task

Effort-driven scheduling is the default scheduling method used in ConceptDraw PROJECT . The duration of a task shortens or lengthens as resources were added or removed from a task, while the amount of effort necessary to complete a task remains unchanged. Effort-driven scheduling only takes effect when resources are added to or removed from a task.

Effort-driven calculation rules are not applied when you change work, duration, and unit values for resources already assigned to a task.

When working with effort-driven scheduling, keep the following in mind:

- The effort-driven calculations apply only after the first resources are initially assigned to the task.
- After the first resources are assigned, the work value doesn't change as new resources are assigned to or removed from the same task.
- If the assigned task type is Fixed Units, assigning additional resources shortens the duration of the task;
- If the assigned task type is Fixed Duration, assigning additional resources decreases the individual unit values for resources;
- If the assigned task type is Fixed Work, assigning additional resources shortens the duration of the task.

Split a Task

When you need to interrupt work on a task, you can split the task so that part of it starts later in the schedule. You can split a task into as many sections as you need.

The screenshot shows a Gantt chart with a task named 'Development' (row 11) highlighted in orange. This task is split into two sections: 'Development Split1' (row 12) and 'Development Split2' (row 13). The 'Task' dialog box is open on the right, with the 'Task types' section highlighted. It shows 'Types' set to 'Split Task' and 'Count' set to 2.

Recurring Tasks

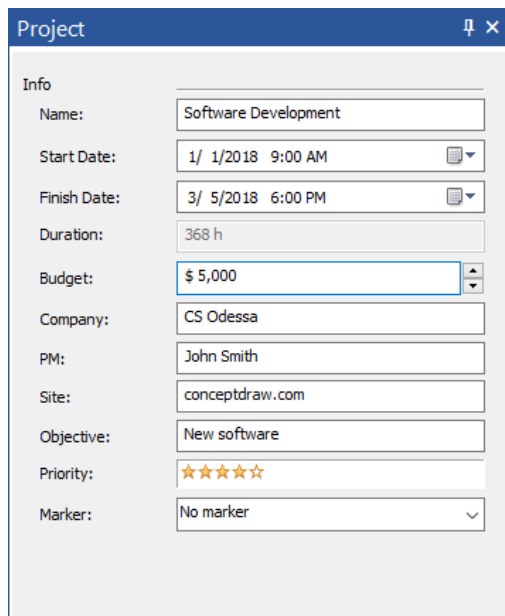
If you have a task that occurs repeatedly during the course of a project, ConceptDraw PROJECT can help you create it as a recurring task, so you only have to set it up once.

The screenshot shows a Gantt chart with a task named 'Bug fixing' (row 13) highlighted in orange. This task is set as a recurring task, with three sub-tasks: 'Bug fixing Recurring1' (row 14), 'Bug fixing Recurring2' (row 15), and 'Bug fixing Recurring3' (row 16). The 'Task' dialog box is open on the right, with the 'Task types' section highlighted. It shows 'Types' set to 'Recurring Task', 'Count' set to 3, and 'Period' set to 5 Days.

Project

Project dialog can be accessed from **Panels** button on the [View](#) tab.

Project dialog defines the project parameters and allows you to manage a project information from the [Gantt chart](#) and the [Multiproject](#) View



The screenshot shows a dialog box titled "Project" with a close button (X) and a help icon (i). The dialog is divided into an "Info" section and several input fields. The fields are: Name (Software Development), Start Date (1/ 1/2018 9:00 AM), Finish Date (3/ 5/2018 6:00 PM), Duration (368 h), Budget (\$ 5,000), Company (CS Odessa), PM (John Smith), Site (conceptdraw.com), Objective (New software), Priority (★★★★★), and Marker (No marker).

Name - Set up project name

Start Date - Display project start day

Finish Date - Display project finish day

Duration - Display project duration

Budget - Set up project budget

Company - Set up Company name

PM - Set up project manager

Site - Set up project web-site

Objective - Set up project objective

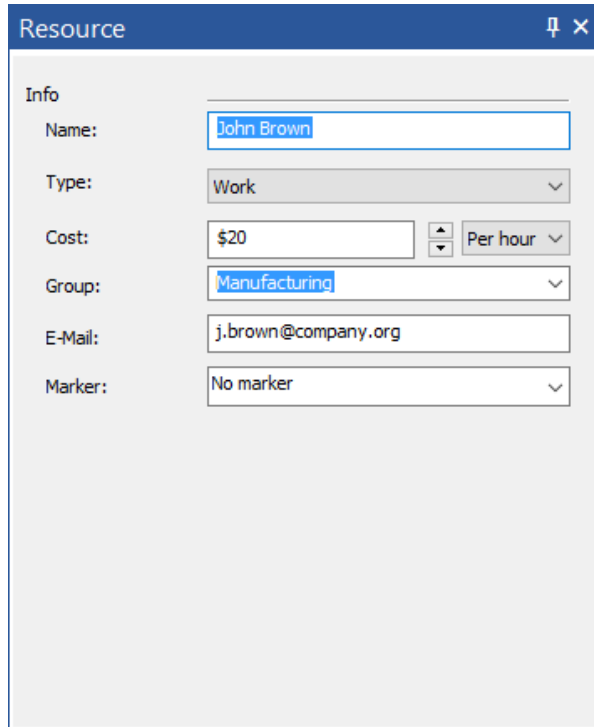
Priority - Specify project priority

Marker - Specify project marker from list

Resource

Resource dialog can be accessed from **Panels** button on the [View](#) tab.

Resource dialog defines parameters of the project resources and allows you to manage a resource information in the [Resources](#) list,



The screenshot shows a dialog box titled "Resource" with a close button (X) in the top right corner. The dialog is divided into an "Info" section with the following fields:

- Name:** A text input field containing "John Brown".
- Type:** A dropdown menu with "Work" selected.
- Cost:** A text input field containing "\$20" and a dropdown menu with "Per hour" selected.
- Group:** A dropdown menu with "Manufacturing" selected.
- E-Mail:** A text input field containing "j.brown@company.org".
- Marker:** A dropdown menu with "No marker" selected.

Name - Set up resource name.

Type - Specify one of the following resource type: Work,; Material; Cost; Equipment or Company.

Cost - Set up resource cost. Work resources are those with a cost over time. Other types of resources have a fixed cost per unit

Group - Set up resource group

E-mail - Set up resource e-mail

Marker - Specify resource marker from list

Assign Resources

Assign Resources dialog can be accessed from Panels button on the [View](#) tab.

Use Assign Resources dialog to assign resources to project tasks,

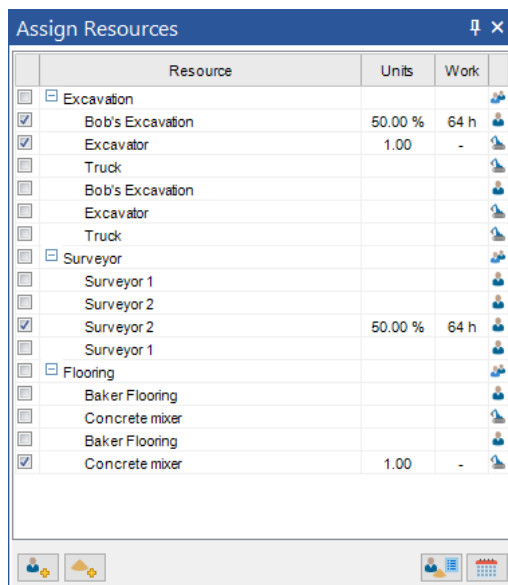
Open [Gantt Chart](#) View and select a task to assign resources.

Select a particular resource from the resources listed at the Assign Resources panel and assign it to a task by double clicking or pressing the Enter key.

You can even create a new resource using buttons. The new resource will be added to both the Assign Resource dialog and the [Resources](#) list.

The Work resource you have assigned is displayed as 100% implementation. The other type resource is displayed as 1 unit implementation. You can change this allocation manually after the resource has been assigned.


Using the [Effort Driven](#) scheduling, when you assign or remove people from a task, the duration of the task will be the lengthened or shortened based on the number of resources assigned to it.




Resource - Displays the resource name.


Units - Resource utilization for the current task.

Work - Man-hours for the [Work](#) type resource.

 **Add Work resource** - Add new human resource into resource pool


 **Add Material resource** - Add new material resource into resource pool.

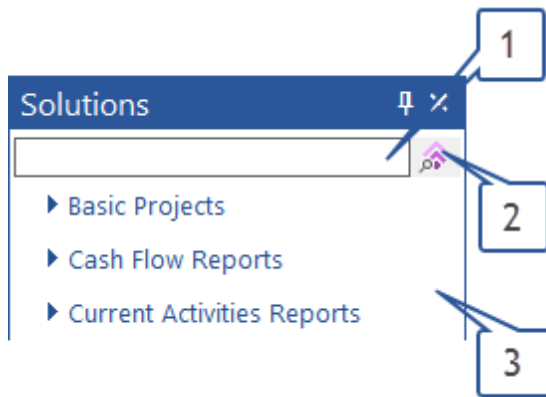
 **Move to Resources view** - Switch to [Resources](#) view

 **Calendar** - Set the specific calendar for [Work](#) type resource

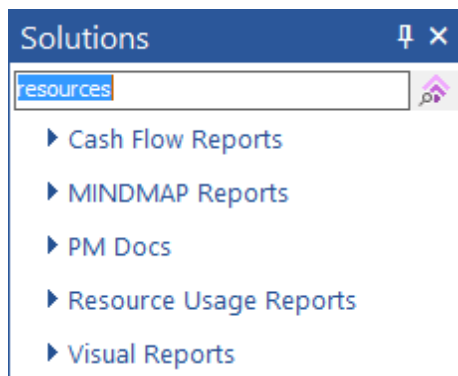
Solutions

Solution panel contains a list of project management solutions located in Solution Park. It provides access to the number of project schedule examples, various types of reports and live graphical [project dashboards](#). Open the example project file to modify it, or generate a [tabular](#), [visual](#) and [mind map](#)

reports on your project. Access the panel from the button  in the [Home](#) tab, or using the [Panels](#) list in the [View](#) tab.



1. **Search window.** You can search for the required reports and examples. Enter the keyword in the search field. The corresponding solutions will be displayed in the panel.

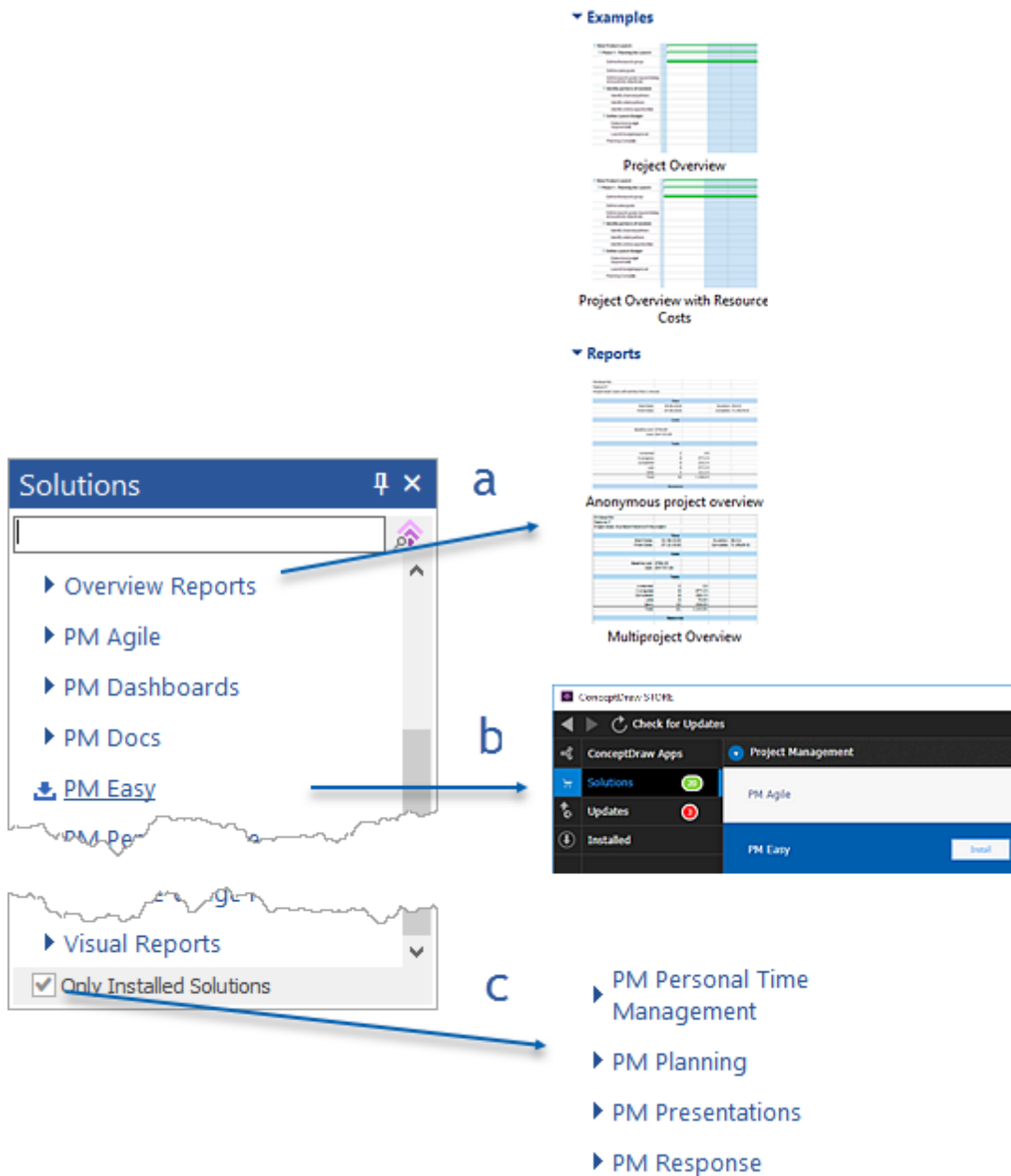


2. **Search in ConceptDraw STORE.** You can run the ConceptDraw STORE application to search for the the proper solution in Solution Park

3. **Solution section.** This section contains the list of available solutions in alphabetical order.

The following options are available here:

- Use the drop-down button to preview Examples and Reports contained in the certain solution. You can open them by click.
- Click to download and install a free, or previously purchased solution using the ConceptDraw STORE application.
- Check, to view just solutions that are already installed.



Tabular Reports

Tabular reports in ConceptDraw PROJECT are generated as electronic spreadsheets in MS Excell format (XLSX). This ability is convenient for your own use and for easily sharing the reports with stakeholders, even if they don't have ConceptDraw PROJECT installed. There are more than 30 tabular reports in ConceptDraw PROJECT. Reports are combined into 7 case-oriented solutions with many kinds of reports:

The group of Table Reports includes the following types of reports:

1. Basic Projects:
 - All Task Statuses – report the table of all tasks statuses for each project;

- Milestones – report the table of milestones for each project;
 - Send Task List – report the table of tasks for each project;
 - Task and Notes – report the table of tasks with start and finish dates and Text Notes.
2. Cash Flow Reports:
- Cash Flow on Projects – report the table of daily expenses per project during one month;
 - Cash Flow on Resources – report the table of daily labor expenses per employee during one month;
 - Cash Flow on Tasks – report the table of daily expenses per task during one month.
3. Current Activities Reports:
- Completed Tasks – report the table of completed tasks for each project;
 - Critical Tasks – report the table of critical tasks for each project;
 - Overdue Tasks – report the table of overdue tasks for each project;
 - Tasks in Progress – report the table of tasks in progress with task information for each project;
 - Unstarted Tasks – report the table of unstarted tasks with task information for each project.
4. Knowledge Reports:
- Knowledge Schedule – report the table of all hyperlinks with dates and associated tasks;
 - Project Knowledge – report the table of all project hyperlinks;
 - Resource Knowledge – report the table of all resources hyperlinks.
5. Overview Reports:
- Anonymous Project Overview – report the table of time, costs, tasks and resources overview without Resource names;
 - Multiproject Overview – report the table of time, costs, tasks and resources overview for each project.
6. PM Planning:
- All Tasks All Columns List – report the table of entire project schedule including hidden columns;
 - All Visible Columns – report the table of project schedule excluding hidden columns;
 - Milestones with Notes and Objectives – report the table of milestones with notes and objectives for each project;
 - Multiproject Goals – report the table of projects objectives for each project;
 - Multiproject Managers – report the table of projects managers for each project;
 - Project Team – report the table of project employee including hyperlinks;
 - Resource Report – report the table of all kinds projects resources for each project;
 - Top Level Tasks – report the table of project top level phases and tasks with task information for each project.
7. Resource Usage Reports:
- List of Materials – report the mind map of used materials for each project;
 - Materials Utilization – report the table of material resources utilization by tasks;

- Over Allocated Resources Details – report the table of overallocation periods with task assignments for each employee;
- Over Allocated Resources – report the table of workloads per tasks for each employee;
- Resource Report – report the table of all kinds projects resources for each project;
- Resource Usage – report the table of resource usage details for the current week;
- Resource Usage Summary – report the table of workload periods with costs per employee;
- Who Does What Details – report the table of tasks with statuses per employees for each project for the current week;
- Who Does What Loading Percent – report the table of employees loading in % during the period for each project;
- Who Does What Loading – report the table of employees loading during the period for each project;
- Who Does What When – report the table of daily tasks assignments of employees during current week for each project;
- Who Does What – report the table of employees workloads by tasks in current month for each project.

Follow the steps below to make the tabular report on your project:

1. On the Solutions panel find out the suitable report from the list above.
2. Click the report icon to view its preview on the right panel.

The screenshot displays the 'Solutions' panel on the left, where the 'All Tasks Statuses' report is highlighted. The main workspace shows a preview of the 'All Tasks Statuses' report, including a descriptive text and a table of task data. The 'Report Parameters' panel on the right allows for configuring the report, such as selecting the project 'Software Development', setting the report period to 'Current Month', and defining start and finish dates.

All Tasks Statuses

The "All Tasks Statuses" report created for your project represents the project's tasks that have to be executed in a period of time set by you according to your own needs. This report in a table form depicts the information on a volume of project work that is already completed, which tasks are now in progress, what volume of work on your project remains to be done for its completion and in what terms. All these conclusions are based on the data accompanying the tasks in the report: the start and finish dates, durations, the names of the corresponding responsible people, and the information about tasks' completion stage in per cent.

Task ID	Name	Duration	Start	Status	Completion	Resource Name
1	Develop the search	20/03/18	03/03/18	03/03/18	0%	Project Manager, Senior Analyst, Senior Designer, Designer (UI), Designer (UX), Frontend
2	Define the search group	2/03/18	03/03/18	03/03/18	0%	Project & Support (UI)
3	Define user group	2/03/18	03/03/18	03/03/18	0%	Project & Support (UI), Designer (UX), Designer (UI)
4	Define search group (search and results)	2/03/18	03/03/18	03/03/18	0%	Project & Support (UI)
5	Identify person of interest	20/03/18	03/03/18	03/03/18	0%	Project & Support (UI)
6	Identify user persona	20/03/18	03/03/18	03/03/18	0%	Project & Support (UI)
7	Identify user requirements	20/03/18	03/03/18	03/03/18	0%	Project & Support (UI), Senior Analyst, Senior Designer
8	Define search engine	2/03/18	03/03/18	03/03/18	0%	Project & Support (UI)
9	Search engine implementation	2/03/18	03/03/18	03/03/18	0%	Project & Support (UI)
10	Search engine integration	2/03/18	03/03/18	03/03/18	0%	Project & Support (UI)

Report Parameters

Projects

Software Development

Dates

Report Period: Current Month

Start: 3/ 1/2018

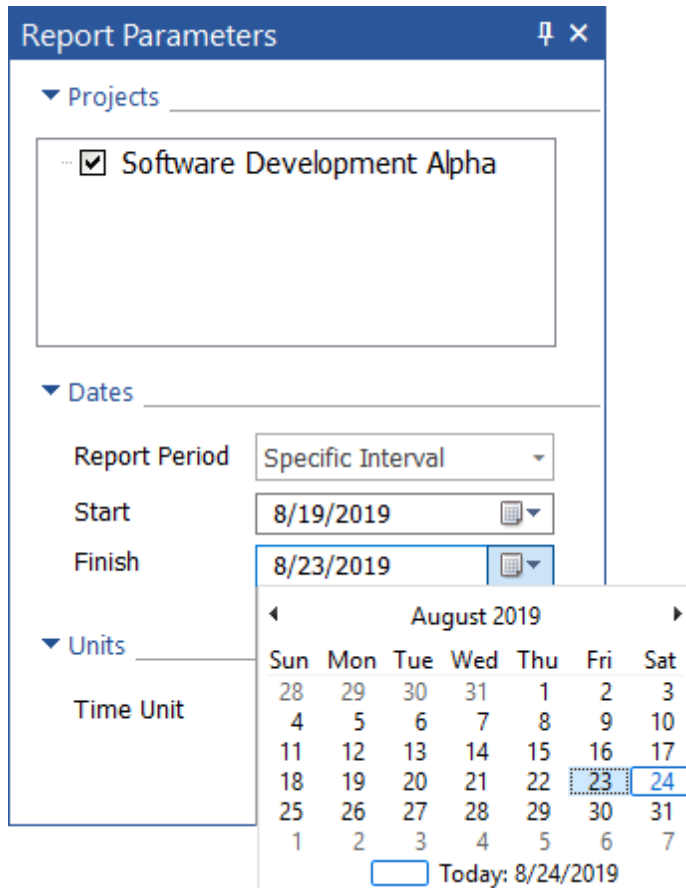
Finish: 3/31/2018

Units

Time Unit: Use Current Document

Ready Budget: \$ 5,000 Actual Cost: \$ 5,120 Profit: \$ -120

3. Specify the report parameters using the Report Parameters panel.



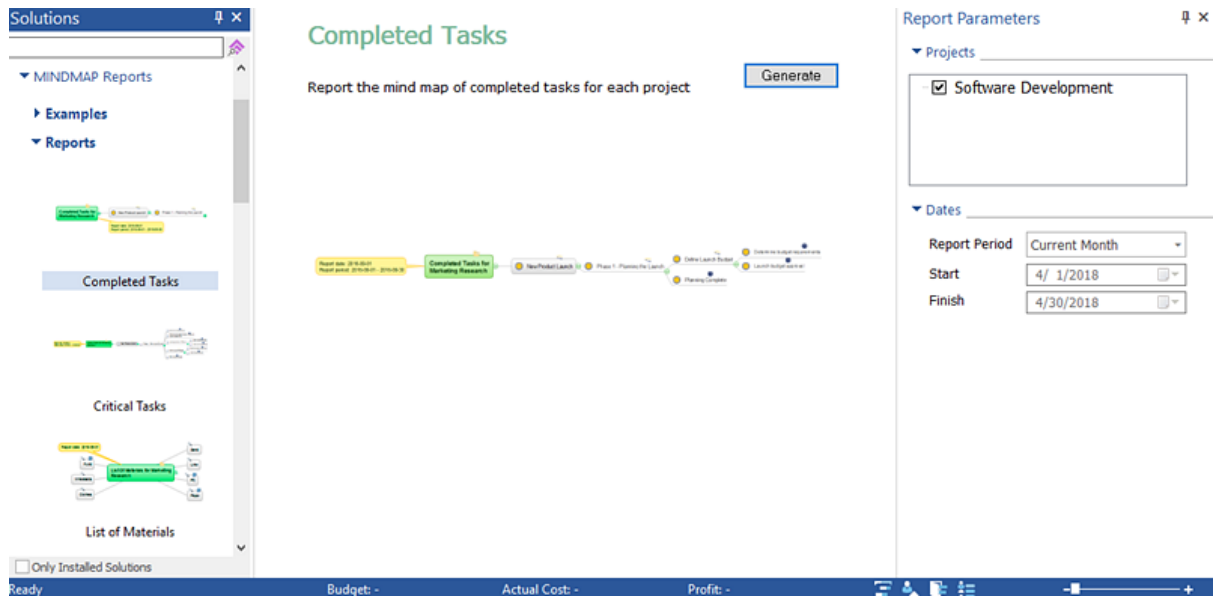
4. Press **Generate** to create the report.
5. The report will be generated and opened in MS Excel.

	A	B	C	D	E	F	G
1	Unique ID	Name	Duration	Start	Finish	Complete	Resource Name
2	419	Planning	40.00 h	3/19/2018	3/23/2018	2 %	
3	420	Specification	32.00 h	3/19/2018	3/22/2018	0 %	John Smith
4	421	Decomposition	16.00 h	3/21/2018	3/22/2018	10 %	Martha Brown, John Smith, Alexander Miller, Linda Rice
5	422	PERT diagram	20.00 h	3/21/2018	3/23/2018	0 %	Martha Brown, John Smith, Alexander Miller, Linda Rice
6	423	Planning approval	0 d	3/21/2018	3/21/2018	0 %	
7	424	Designing	40.00 h	3/21/2018	3/27/2018	25 %	
8	425	Feature	16.00 h	3/21/2018	3/22/2018	0 %	
9	427	Database architecture	32.00 h	3/21/2018	3/26/2018	25 %	Martha Brown, John Smith, Alexander Miller

Mind Map Reports

The mind map reports in ConceptDraw PROJECT are generated as ConceptDraw MINDMAP files (CDMZ). You can generate the report mind map with the help of compatibility between PROJECT and MINDMAP.

1. Find out MINDMAP reports in the Solutions panel.
2. Click the report icon to view its preview on the right panel.



3. Specify the report parameters using the Report Parameters panel.

Report Parameters [Pin] [Close]

▼ **Projects**

... Software Development Alpha

▼ **Dates**

Report Period: Specific Interval

Start: 8/19/2019

Finish: 8/23/2019

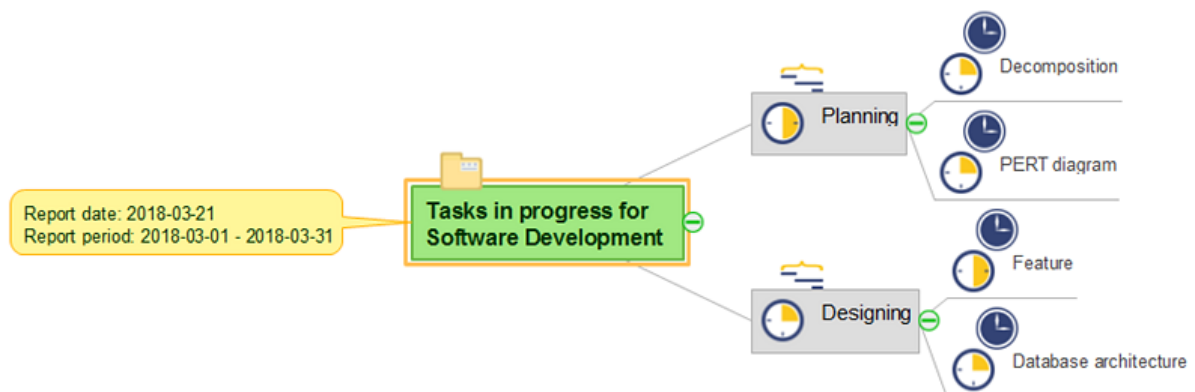
▼ **Units**

Time Unit

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: 8/24/2019

4. Press **Generate** to create the report.
5. The report will be generated and opened in ConceptDraw MINDMAP



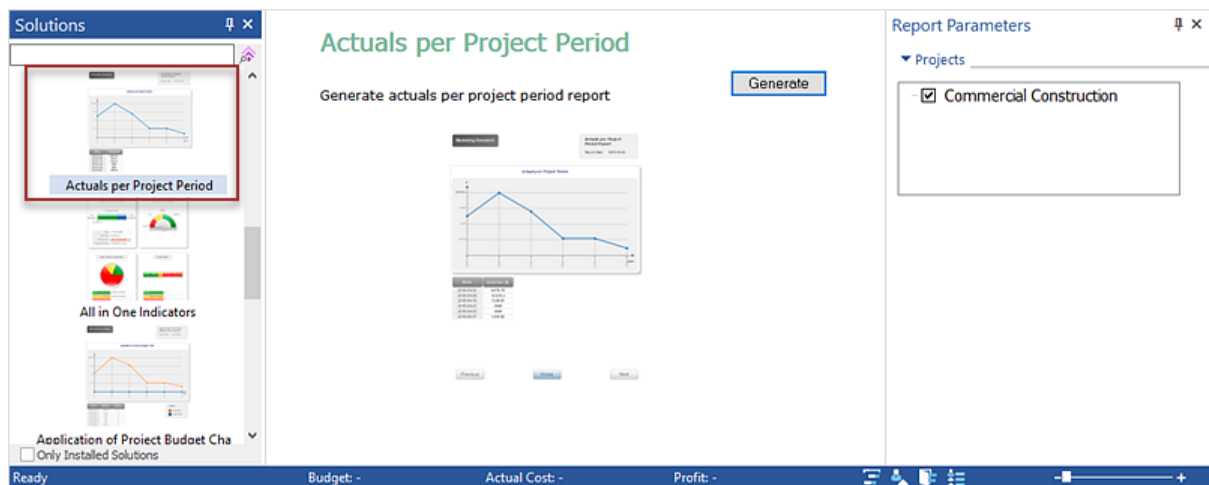
Visual Reports

Conceptdraw PROJECT has several types of visual reports that can help assess visually the difference between planned and actual project data. Conceptdraw PROJECT provides user with the possibility to track how the project is going. Project Manager can compare the actual data with the planned and

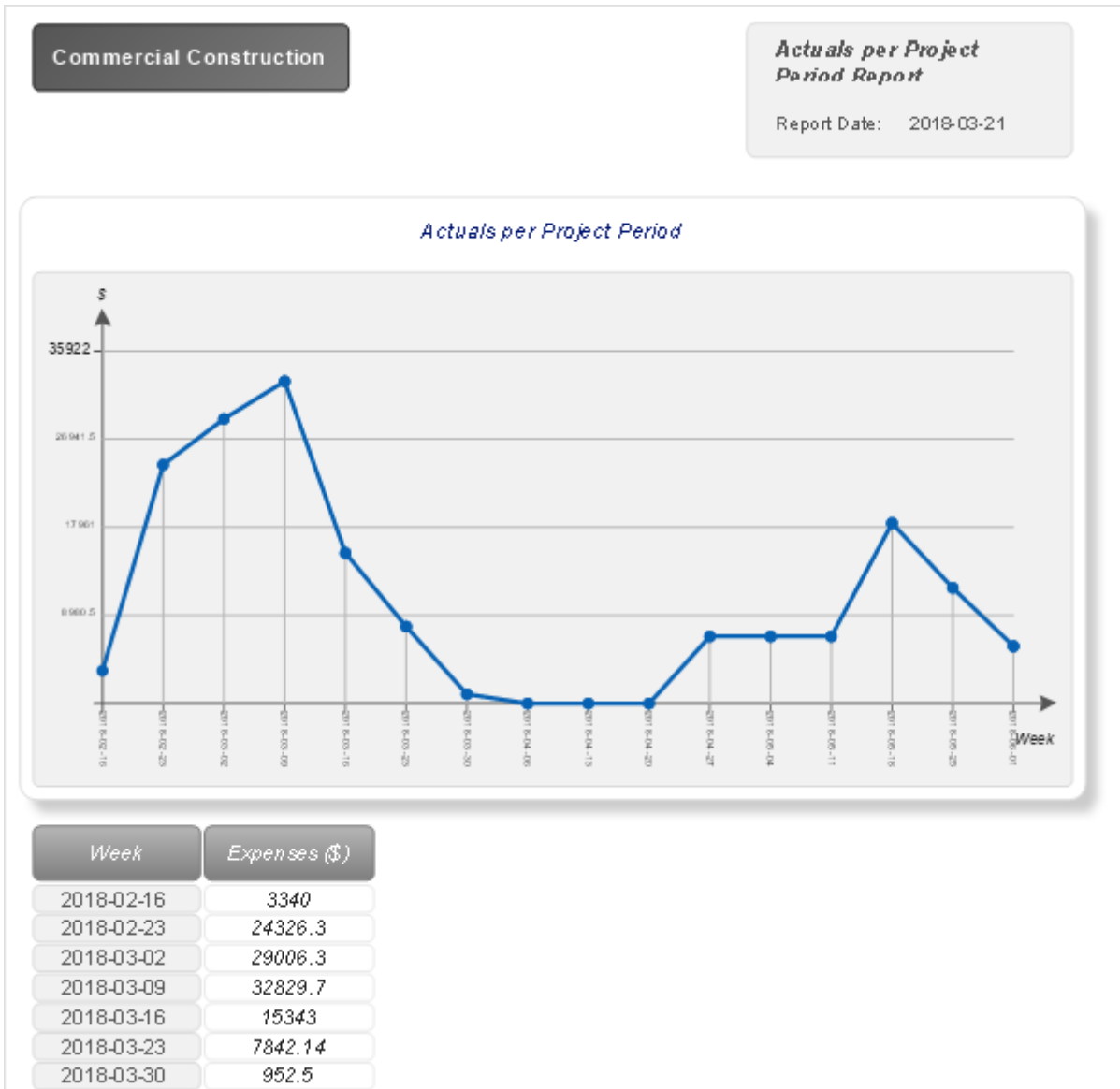
assess possible measures to resolve issues. The main tool for effective monitoring of the project implementation is the ability to save [project Baseline](#). It includes the value of Baseline Start, Baseline Finish and Baseline Cost. All these indicators can operate effectively only in one case - if the project manager, constantly receives information about the actual data compared with planned.

Conceptdraw PROJECT has several types of visual reports that can help to assess visually the difference between planned and actual project data. The visual reports in ConceptDraw PROJECT are generated as ConceptDraw DIAGRAM files (CDDZ).

1. On the Solutions panel find out the suitable visual report.
2. Click the report icon to view its preview on the right panel.



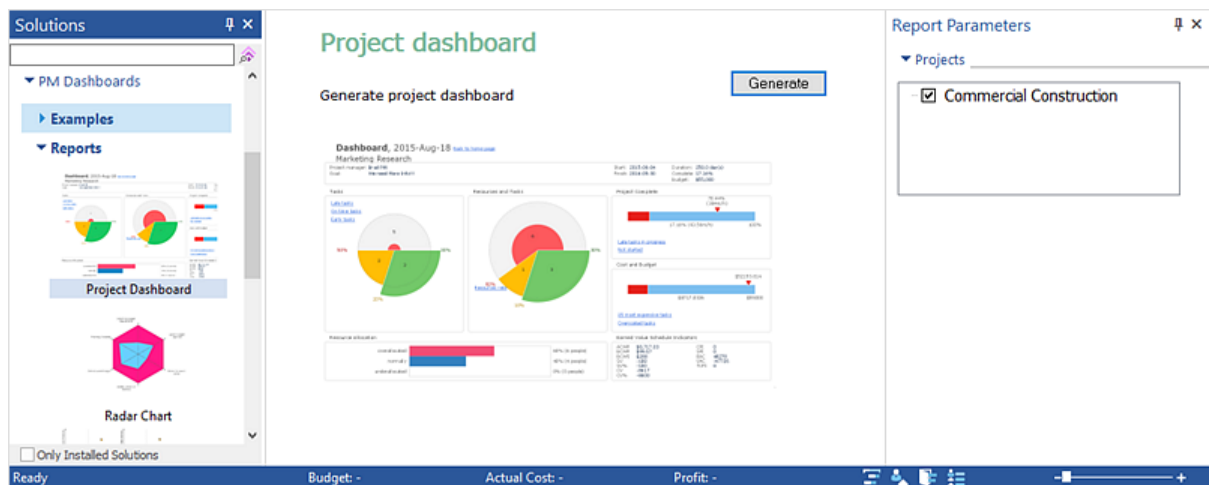
3. Press **Generate** to create the report.
4. The report will be generated and opened in ConceptDraw DIAGRAM



Dashboards

ConceptDraw PROJECT provides the possibility of creating visual project dashboards. The PM Dashboards solution allows generating accurate, timely, and professional looking [Project Dashboard](#), [Radar Chart](#) and [Tactical Dashboard](#). Project Dashboards are the helpful tool for tracking project progress and catching critical points. The ConceptDraw PROJECT's dashboards are opened as ConceptDraw DIAGRAM documents (CDDZ).

1. Find out the PM Dashboard solution in Solutions panel and select the dashboard type you need to create.
2. Click the certain dashboard icon to view its preview on the right panel.

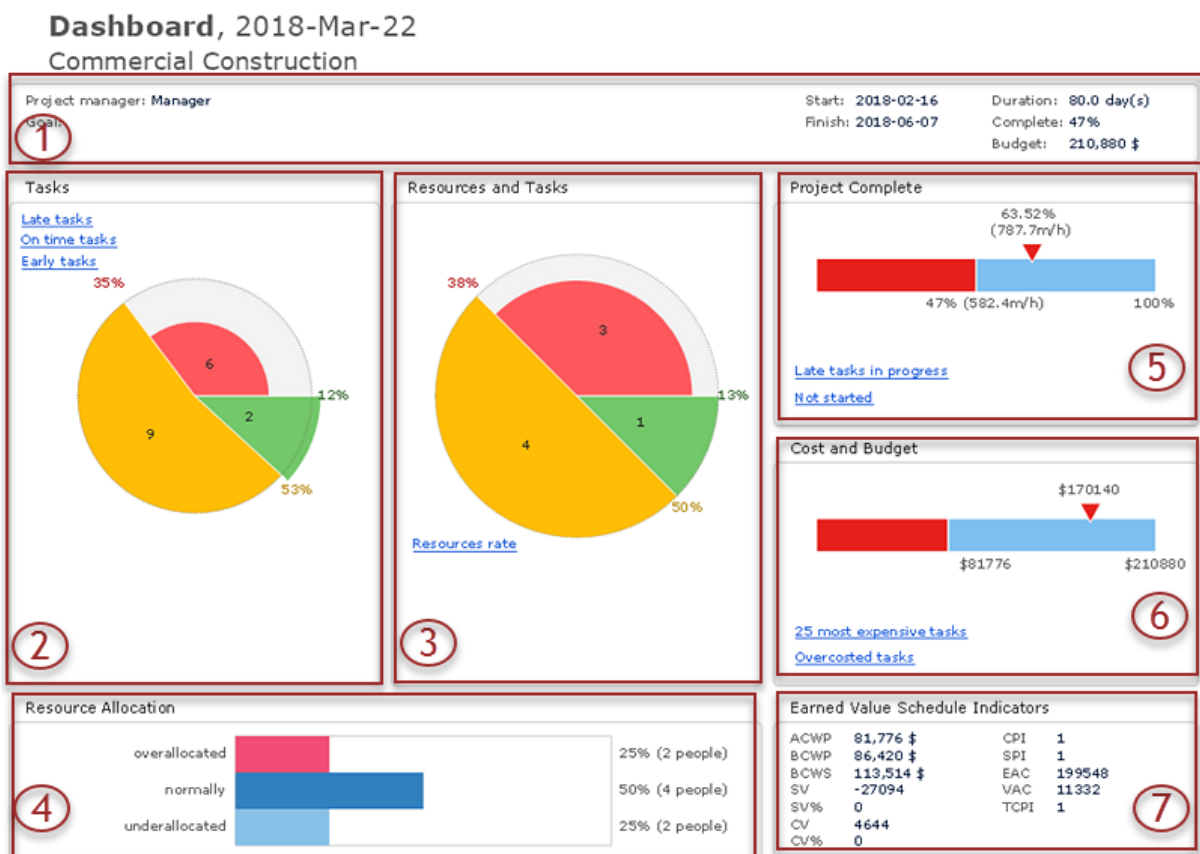


3. Press **Generate** to create the dashboard.
4. [Project Dashboard](#), [Radar Chart](#) and [Tactical Dashboard](#) will be generated and opened in ConceptDraw DIAGRAM.

Project Dashboard

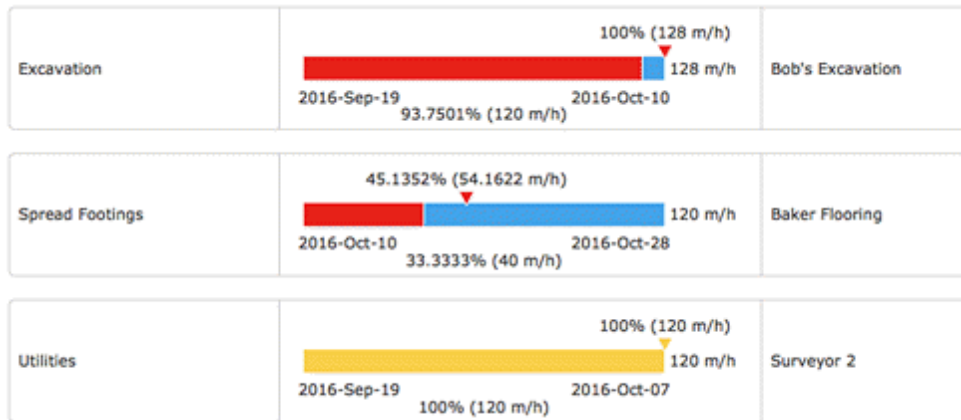
The ConceptDraw PROJECT's dashboard displays the current status of your project and shows where you need to direct your management efforts. A Project Dashboard diagram is generated from your project data and will be opened in ConceptDraw DIAGRAM.

Project Dashboard is divided into several parts, each of them provides an overview of the project status. In other words Project Dashboard contains a summary of project information - general information about project, Tasks Completion, Resource and Tasks indicator, Project Complete indicator, Cost and Budget, Resource Allocation, and Earned Value Schedule Indicators.



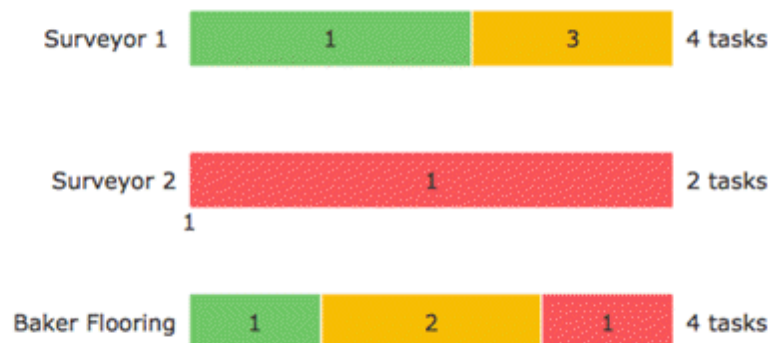
1. The block of general information contains the data about name of Project Manager, goal, project's start and finish dates, completing status and budget.

2. Tasks block provides the information about tasks completing. The indicators have a common color notation: red denotes late tasks, yellow shows a normal status (on time tasks), and green indicates tasks that are ahead of schedule (early tasks). Some indicators have links to additional graphical reports, double-click the link to open the corresponding diagram with all additional information in full screen mode. The list of tasks will be displayed with detailed information regarding their planned and actual level of completion, and assigned resources.

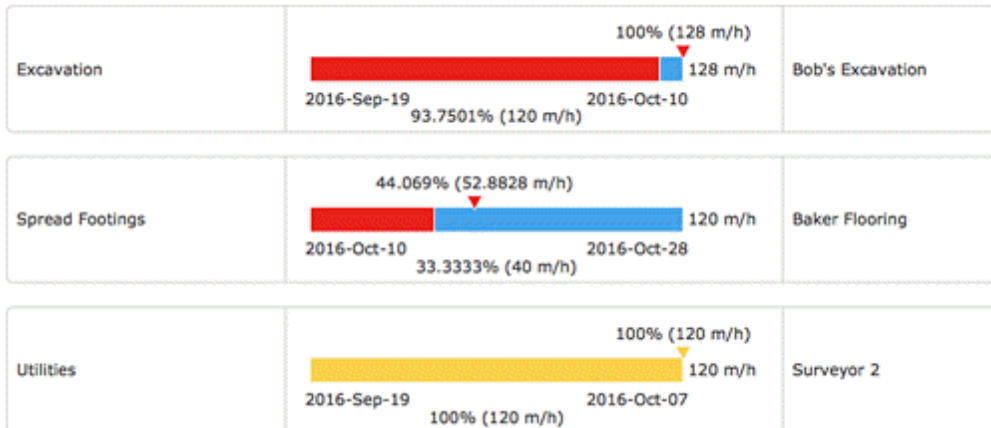


3. Resource and Tasks section allows to see all information about project's work resources. Resources are divided on groups on this pie chart, the color indicates if the group of resources is late (red color), ahead (green color), or in time (yellow color). The quantity of resources which contains each group is indicated in percents and by number on each sector. You can also view the degree of late or ahead of resources groups - the yellow sector is always on the circle's border, green sector exceeds the circle's border, and red sector tends to the center, the degree of remoteness from the border to one side or another is a degree of late or ahead.

This information is particularly useful for small projects, because for them the contribution of each participant is greatly and valuable, and it's important that each work regularly and in time. Resource and Tasks indicator for large projects allows to see immediately the red sector and resources that are much late. Click the Resource rate link to receive the detailed information for each work resource of project: which quantity of tasks it executes and what are their statuses.



4. Project Complete indicator has three points you have to pay attention to color, current completion and planned completion. Progress bar shows current project completion, below you can see the completing status in percentage. Arrow shows planned project completion. You can click to get the additional information about late tasks in progress and not started tasks, the additional diagrams will be opened on the separated pages.



5. Cost and Budget Indicator shows at the right the allocated project budget, and progress bar shows its actual cost. The color indicates whether the project execution is within budget or, in other words, it does not exceed the project actual cost of allocated budget. You can click to get the additional information about 25 most expensive tasks and over-costed tasks.



6. Resource Allocation section allows to visually see what resources are over-allocated, under-allocated, and with normal status. Over-allocation is the result of assigning more tasks to a resource than the resource can accomplish in the working time available, under-allocation is assigning a resource to work fewer hours than the resource has available. This information is represented in the form of colored bars, and in percentage with information about quantity of persons at the brackets.

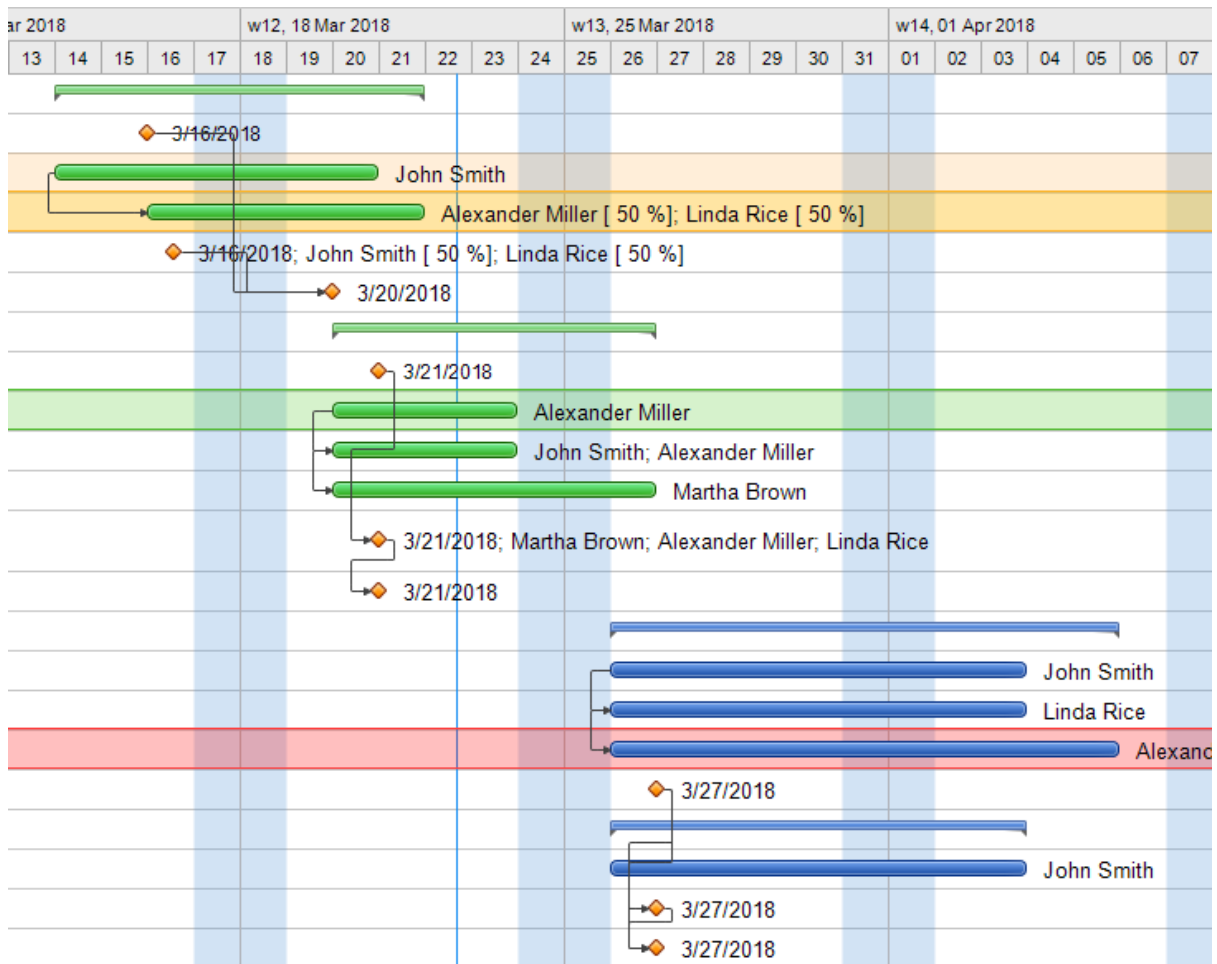
7. Earned Value Schedule Indicators [10] is a set of calculated project indicators:

- ACWP (Actual Cost of Work Performed) - is calculated as the sum of the products of actual costs of the task on the task complete for all tasks.
- BCWP (Budgeted Cost of Work Performed) - is calculated as the sum of the products of baseline costs of the task on the task complete for all tasks.
- BCWS (Budgeted Cost of Work Scheduled) - is calculated as the sum of the products of baseline costs of the task on the planned task complete for all tasks.
- $SV = BCWP - BCWS$

- $SV\% = (BCWP - BCWS) / BCWS$, $BCWS \neq 0$
- $CV = BCWP - ACWP$
- $CV\% = (BCWP - ACWP) / BCWP$, $BCWP \neq 0$
- $CPI = BCWP / ACWP$, $ACWP \neq 0$
- $SPI = BCWP / BCWS$, $BCWS \neq 0$
- $EAC = ACWP + (BAC - BCWP) / CPI$, where $CPI \neq 0$ and BAC is calculated as the sum of the baseline costs of all tasks.
- $VAC = BAC - EAC$
- $TCPI = (BAC - BCWP) / (BAC - ACWP)$

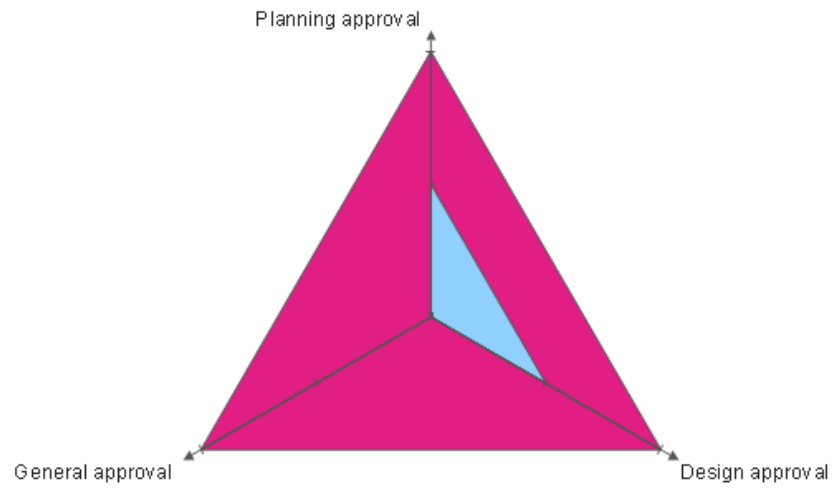
Radar Chart

Radar Chart visually shows the degree of project completion. Each axis on the diagram corresponds to one chain of linked milestones, and the number of marks on the axis corresponds to the number of millstones.



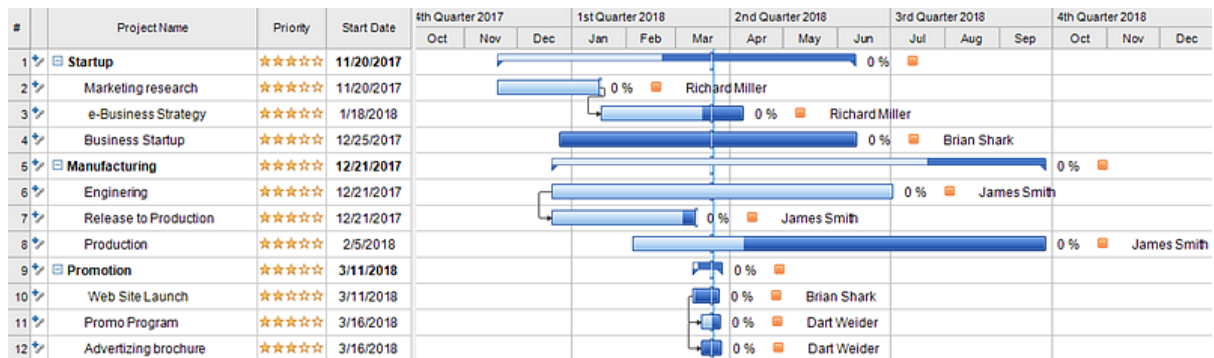
Purple polygon includes all milestones of all chains, the blue polygon includes the completed of them. The ratio of the areas of these polygons displays a degree of project completion.

Radar chart, 2018-Mar-22



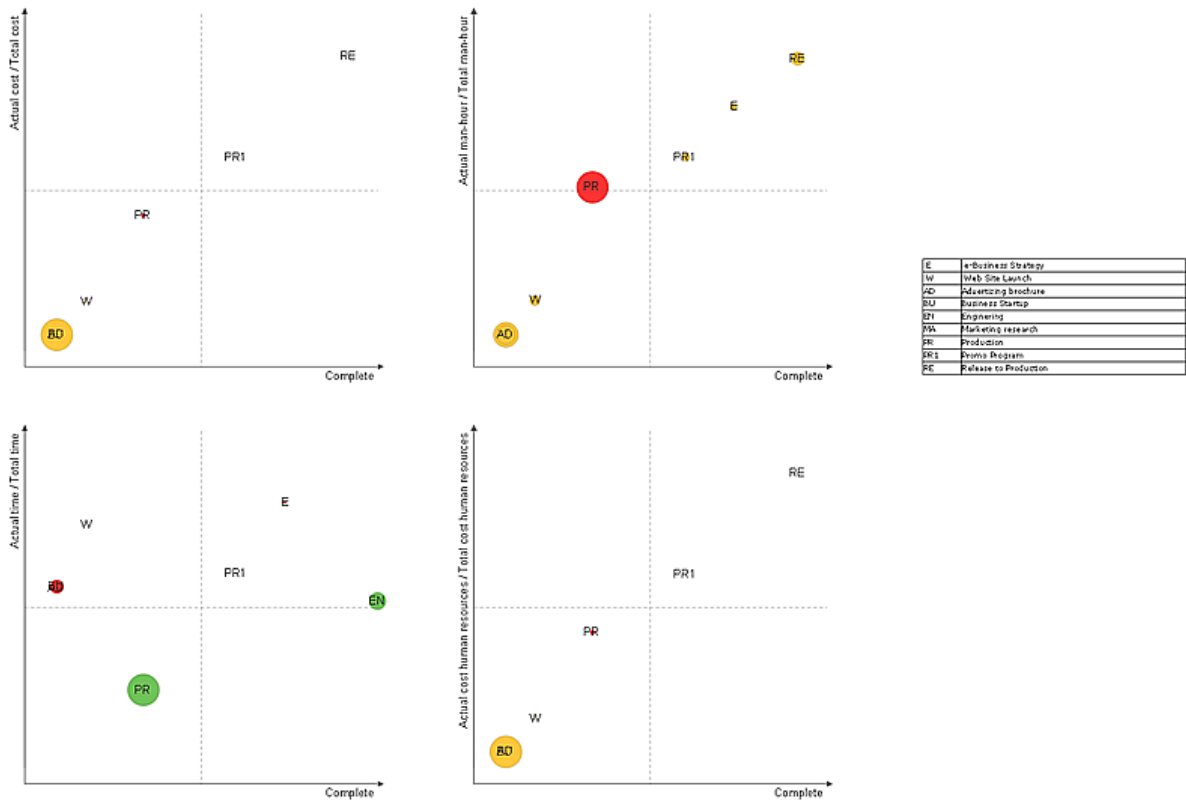
Tactical Dashboard

Tactical Dashboard allows to evaluate the progress of the project for some indexes and to compare it with an expected progress. There are compared the current indexes for an unfinished project on the tactical dashboard. So, it helps you make the tactical decisions.



A Tactical Dashboard diagram is generated from multiple project data and will appear in ConceptDraw DIAGRAM. There are compared the main values: Cost, Work, Date and Work Resource Cost. The Complete of the project is taken as a measure of comparison.

Tactical dashboard, 2018-Mar-22



Tactical dashboard represents four positive quadrants of Cartesian coordinate system. The projects are displayed as circles on the plane in this coordinate system. Each of the diagrams reflects four indexes:

- X axis is a project Complete;
- Y axis is a relative estimated completion of project by any index that is calculated as quotient of the current value and the total value;
- Diameter of the circle is an absolute estimated completion by any index that is calculated as a difference of the current value and the total value;
- Color of the circle is a comparison of the relative estimated completion and project Complete: green reflects the ahead, red - the lag, and yellow - in time.

Note that diameters of all circles in the same coordinate system are standardized to the biggest that is taken as 100. A relative estimated completion is depicted reversed. The sign of project progress: the circles go down, the color is yellow or green, the diameters decrease.

Let's see in details each of four diagrams represented on the Tactical

1. Diagram with an estimate by the actual cost ("Actual cost / Total cost").

There are compared Actual cost and Total cost on this diagram. Actual cost is a sum of actual costs of all tasks of the project that are multiplied on their Complete. Total cost is a sum of actual costs of all tasks of the project.

2. Diagram with an estimate by the actual man-hour ("Actual man-hour / Total man-hour").

There are compared Actual man-hour and Total man-hour on this diagram. Actual man-hour is a sum of Work values of all tasks of the project that are multiplied on their Complete. Total man-hour is a sum of Work values of all tasks of the project.

3. Diagram with an estimate by the actual time ("Actual time / Total time").

There are compared Actual time and Total time on this diagram. Actual time is a period between more earlier date from project finish or current date, and project start date (Actual time= \min (Finish date, Current date) - Start date).

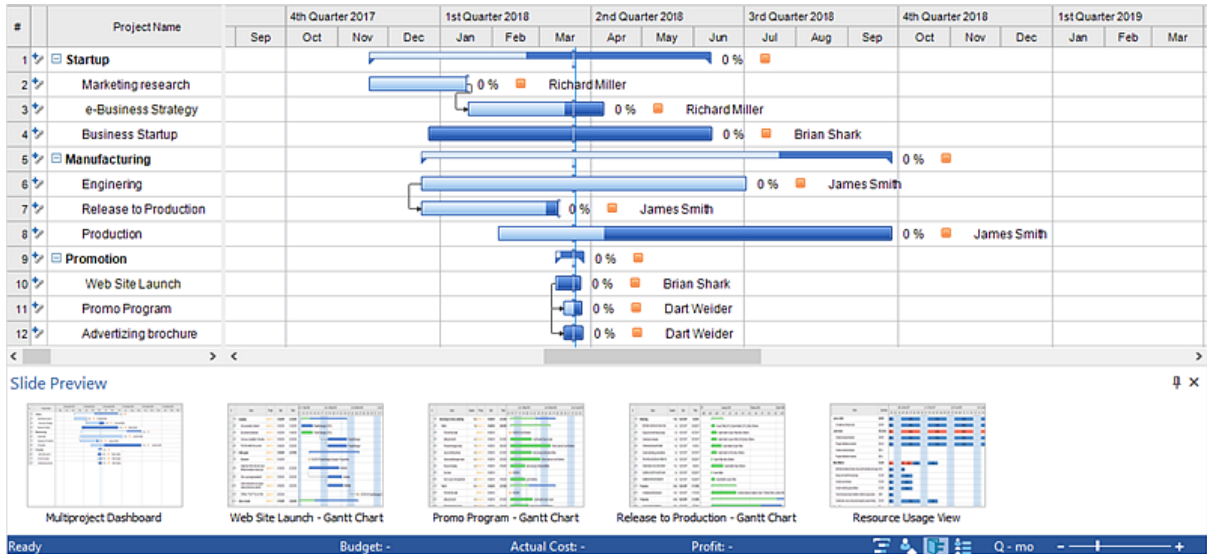
Total time is a project duration, is calculated as difference between project finish and start dates (Total time=Finish date - Start date).

4. Diagram with an estimate by the actual cost of human resources ("Actual cost human resources / Total cost human resources").

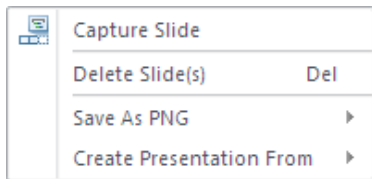
There are compared Actual cost human resources and Total cost human resources on this diagram. Actual cost is a sum of Costs for all resource's tasks that are multiplied on their Complete with Work type in the project. Total cost human resources is a sum of Costs for all resource's tasks with Work type in the project.

Slide Navigator

You can create a presentation slides from a project file using the Capture Slides button  on the [Share](#) tab. Slides will appear in the pop-up Slide Preview panel. Slide Preview panel can be accessed from **Panels** button on the [View](#) tab.



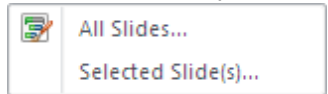
You can manage the slides in the Slide Preview panel using the context menu.



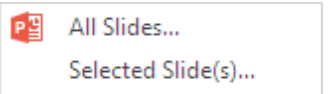
Capture Slide - Capture slide from a visible area of the current project view

Delete Slide(s) - Delete the selected slides

Save as PNG - Export to PNG according to chosen option

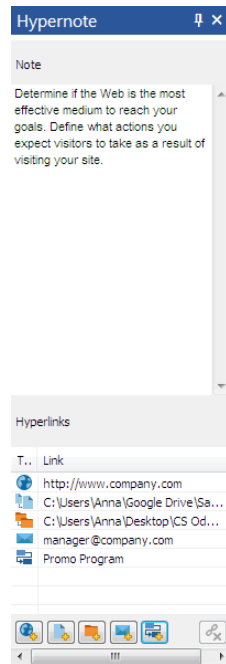


Create Presentation from - Export to PowerPoint Presentation according to chosen options



Hypernote

Hypernote panel can be accessed from **Panels** button on the [View](#) tab. Hypernote.




Notes - Notes section allows adding text Notes to project tasks, scheduled at the the [Gantt chart](#) View.

You can edit text Notes both from the Notes panel and the Notes column on the project grid. To display the Notes column on the grid, use the [Column Customization](#) dialog.

Hyperlinks - You can add several files hyperlinked to one task in your project file. You can add hyperlinks to documents or Web pages. Hyperlinks can also jump to tasks, resources or projects within your project file. The number of hyperlinks, you can add to each project item is unlimited.

- hyperlink to URL;
- hyperlink to document;
- hyperlink to folder;
- hyperlink to email address;
- hyperlink to other item in the current project file;

You can add a hyperlink by clicking the Hyperlink icon  in the [Gantt view](#) grid.

To display the Hyperlink column on the grid, use the [Column Customization](#) dialog.

Any item with a hyperlink will be marked with icon: 

An item that has multiple hyperlinks will display this icon: 

This panel brought together the functions of adding text notes and multiple hyperlinks. The earlier versions of ConceptDraw PROJECT had two different panels for these functionalities.

Links

Links panel can be accessed from **Panels** button on the [View](#) tab. It shows tasks linked with selected task. Once you have created a list of project tasks, you need to edit your project schedule in more detail by moving tasks, setting dependence between project tasks, or making other changes using the Links panel tools. For example: you have tasks that you would like to link together. But, also you need to add lag time between selected task and the preceding task on which it depends. You can make this also using the [Predecessors](#) dialog.

The screenshot shows a Gantt chart with a task bar for 'Task 2' highlighted in orange. A red box highlights a link between 'Task 1' and 'Task 2'. Below the chart, the 'Links' dialog is open, showing the 'Predecessors' tab. The dialog contains a table with the following data:

#	Task Name	Type	Lag
3	Task 1	FS	1 d

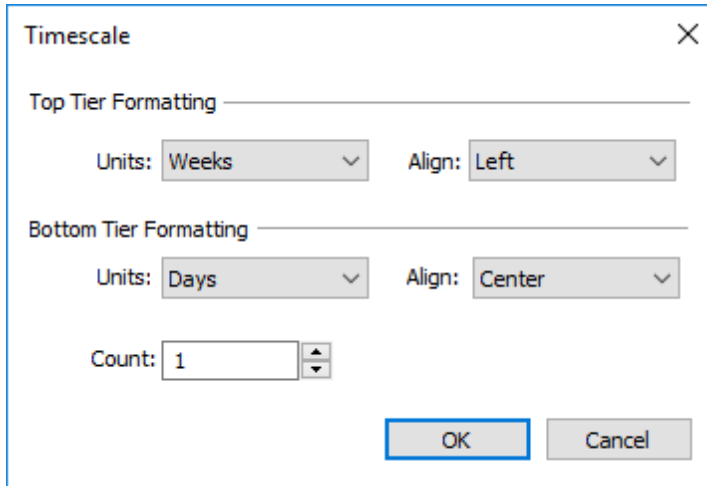
If you need to set a time lag between selected task and the subsequent one, you have to use the **Successors** tab.

The screenshot shows a Gantt chart with a task bar for 'Task 2' highlighted in orange. A red box highlights a link between 'Task 2' and 'Task 3'. Below the chart, the 'Links' dialog is open, showing the 'Successors' tab. The dialog contains a table with the following data:

#	Task Name	Type	Lag
5	Task 3	FS	2 d

Timescale

The Timescale dialog is called from the Timescale group of the [View](#) ribbon. Use it to determine the time measure units for tasks in your document.



The screenshot shows the 'Timescale' dialog box with the following settings:

- Top Tier Formatting:**
 - Units: Weeks
 - Align: Left
- Bottom Tier Formatting:**
 - Units: Days
 - Align: Center
- Count:** 1

Buttons: OK, Cancel

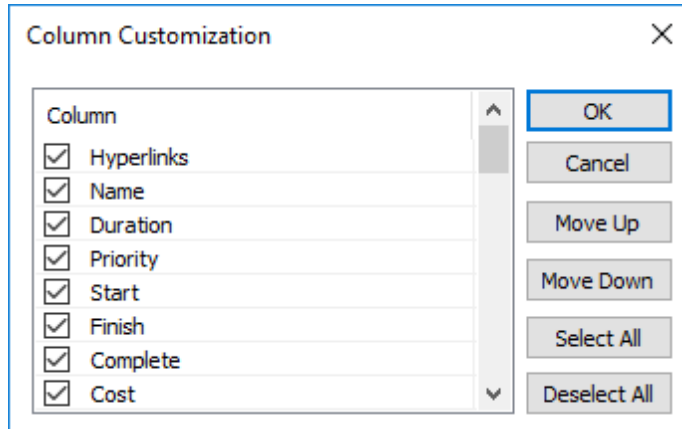
Units - Specify units from units list for large and small scales on Timescale gauge.

Align - Specify text alignment on timescale.

Count - Specify units interval.

Column Customization

Customize columns dialog can be accessed from [View](#) tab View and edit information to be displayed at the project outline.



The Column Customization dialog contains the following columns:

Gantt Chart View	
Baseline Cost	Total planned cost for an task
Baseline Finish	The planned completion date for a task.
Baseline Start	The planned beginning date for a task.
Complete	The current status of task in percentages of the task's duration that has been completed.
Cost	The total scheduled cost for a task
Cost to Completion	The piece of total scheduled cost that remains for a task completion.
Cost1	The custom column, user can use to enter any additional information on the task cost
CP	Tasks, marked in this column make a project's critical path.

Custom Mark	Indicates tasks marked to be used in the Timeline from Marked Tasks report.
Custom 1-10	Additional specific information important for a particular project added by user.
Deadline	The target data, indicates when the task should be completed
Duration	The total span of a working time for a task
Early Finish	The earliest date that a task could possibly be completed.
Early Slack	The duration between the Early Start and Early Finish Dates
Early Start	The earliest date that a task could possibly begin.
Finish	The date when a task is scheduled to be completed
Hyperlinks	Add/Edit hyperlinks to a task
Late Finish	The latest date that a task can finish without delaying the finish of the project.
Late Slack	The duration between the Late Start and Late FinishDates
Late Start	The latest date that a task can start without delaying the finish of the project.
Name	Project task name
Notes	Comment you can enter about the current project
Outline Level	Displays the place of task in the project outline hierarchy.
Outline Number	The number that displays the associated task's position in the project outline hierarchy.

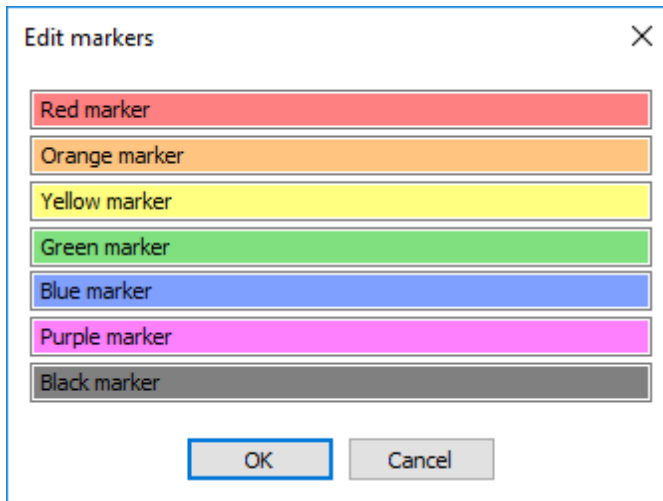
Planned Complete	The planned task completion status (percentages) at the current date.
Predecessors	The tasks numbers (#) on which the task depends before it can be started or finished.
Priority	The level of importance given to a task by project manager
Resources	Resources assigned to task
Start	The date when a task is scheduled to be started
Successors	The tasks numbers (#) that act as successors for the current task (tasks, whose start or finish date is driven by their predecessor task.)
Work	The total amount of time , scheduled on a task for all assigned resources., or the total amount of time , scheduled for particular resource on a task (Assign Resource panel)
Unique ID	The Unique ID field contains the number that ConceptDraw PROJECT automatically designates whenever a new task is created in the current project.
Multiproject View	
Baseline Cost	Total planned cost for a project
Baseline Finish	The planned completion date for a project
Baseline Start	The planned beginning date for a project.
Budget	The budget, allocated to a project.
Company	Company Name
Complete	The current status of project in percentages of the project's duration that has been completed.
Complete Increase	Changing of the Complete value between the current and previously saved measured in percent

Complete Increase Rate	Changing of the Complete Increase value between the current and previously saved measured in percent
Cost	The total scheduled cost for a project
Cost to Completion	The piece of total scheduled cost that remains for a project completion
Duration	The total span of a working time for a task
Finish Date	The date when a project is scheduled to be completed
Hyperlinks	Add/Edit hyperlinks to a project
Objective	Project objectives
Planned Complete	The planned project completion status (percentages) at the current date.
Priority	The level of importance given to a project by project manager
Project Description	Short description of the project
Project Manager	Who is project Manager?
Project Name	Project name
Project Site	Url of the corresponding website
Start Date	The date when a project is scheduled to be started
Resources View	
Cost	For Work resource displays the cost that accrues every time unit, the resource is used. For a non-human resource displays the cost that accrues at one unit of the resource usage.

Email	Contact email address assigned to resource
Group	A customizable field to structure resources into groups
Hyperlinks	Add/Edit hyperlinks to a resource
Name	Resource name
Notes	Comment you can enter about the current resource
Type	Type of the resource (work, material, cost, equipment, company)
Unique ID	The Unique ID field contains the number that ConceptDraw PROJECT automatically designates whenever a new resource is created in the current project.

Edit Markers

Use the Edit markers dialog to set names for [Markers](#). Just click a marker and start typing.



Predecessors

Predecessors dialog can be accessed from the [Link](#) section in the **Home** tab.

Once you have created a list of project tasks, you need to edit your project schedule in more detail by moving tasks, setting dependences between project tasks, or making other changes using the [Home](#) tab tools. For example: you have tasks that you would like to link together. But, also you need to add lag time between 2 tasks.

You can make this using the Predecessors dialog.

The screenshot shows the 'Predecessors' dialog box overlaid on a Gantt chart. The dialog box has a table with the following data:

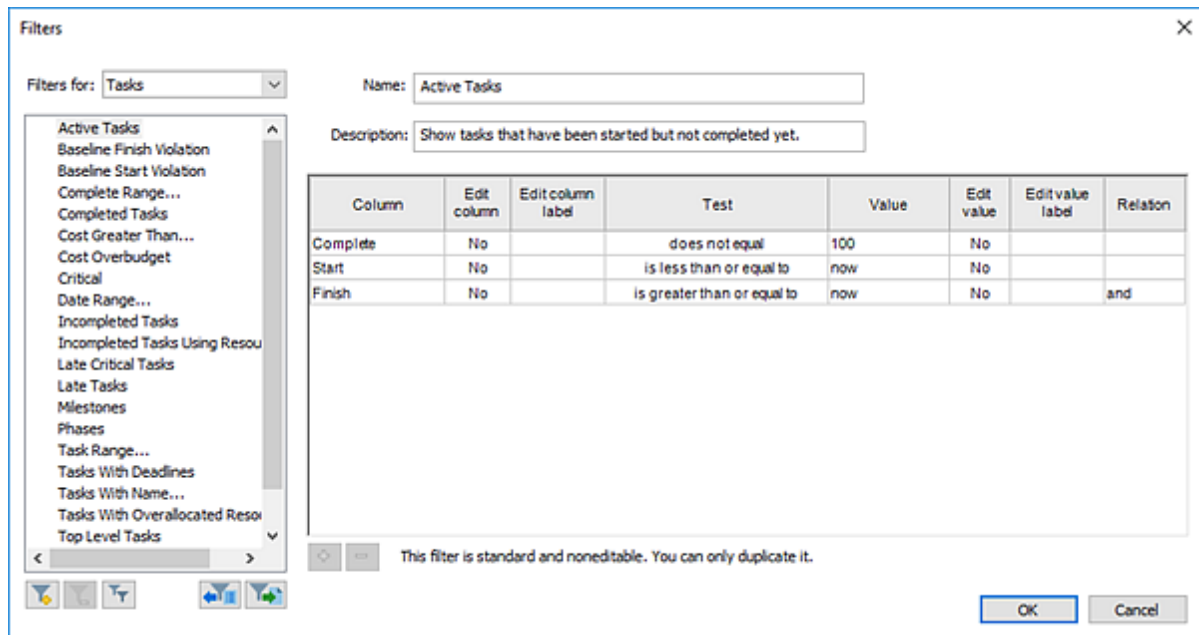
Link From	Type	Lag
3 - Specification	Start to Start	3 d

The Gantt chart in the background shows tasks with their start and end dates. The 'Predecessors' dialog is used to define dependencies between tasks, such as adding a 3-day lag between '3 - Specification' and another task.

Filters

Those who use ConceptDraw PROJECT in their daily work may have faced the need to filter their project in some special way to get the appropriate information. To customize filtering options use the Filters dialog that can be accessed from **Edit Filter** button in the [Filters](#) section on the View tab.

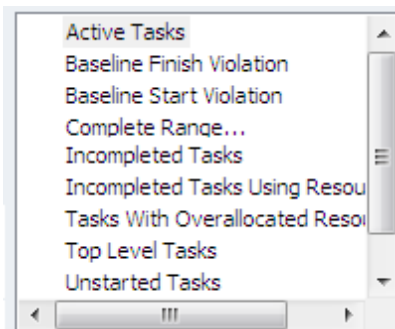
In the left part of the window, you can specify the project view, which is filtered by default. There is also the filters list which contains predefined and user created filtering options.




Filters for:

Filters for: Specify the project view, which is filtered by default: Project, Tasks, or Resources.

Available Filters List: The filters list which contains predefined and custom filters.



 **Add Filter:** Add new custom filtering conditions.

 **Remove Filter:** Remove the selected filters.

**The predefined filtering options cannot be edited or removed.*

Duplicate Filter: Duplicate the selected filters. If you need to modify predefined filter, you should duplicate this filter by clicking “Duplicate filter”



Add/Remove criterion row: Edit custom filter using editing window

Column	Edit column	Edit column label	Test	Value	Edit value	Edit value label	Relation
Complete	No		equals	100	No		
Start	No		is greater than or equal to	Start	No		and
Finish	No		is less than or equal to	Finish	No		and
Resources	No		contains	John Smith	Yes		and

**The predefined filtering options cannot be edited or removed.*

Export Filter to File: This operation allows exporting selected custom filters into single XML file and copying it to other computer.

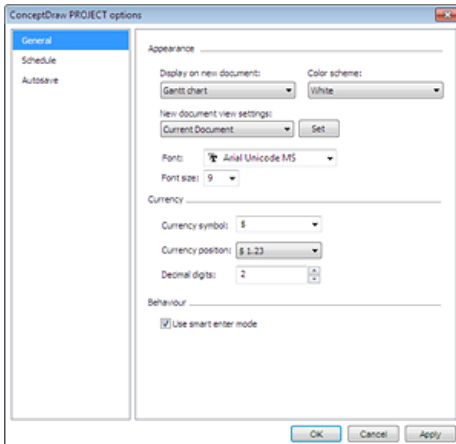
Import Filter from File: This operation allows importing your custom filters from XML file. Thus, the filters will be available on any computer no matter which ConceptDraw PROJECT document you work with.

#	Name	Priority	Complete	1 Mar 2018							w12, 18 Mar 2018							w13, 25 Mar 2018													
				12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									
3	Specification	★★★★★	100 %	[Green bar from 12 to 24] John Smith																											
5	PERT diagram	★★★★★	100 %	[Green bar from 12 to 24] 3/16/2018; John Smith [50 %]; Linda Rice [50 %]																											
10	Database architecture	★★★★★	100 %	[Green bar from 12 to 24] John Smith; Alexander Miller																											

Options

Can be accessed from the [File](#) tab. Contains options preferences related to the most commonly used settings

General



Display on a new document: Set up document default view

Color scheme: Set up document color scheme

New document view settings: Set up new document view (custom or default)

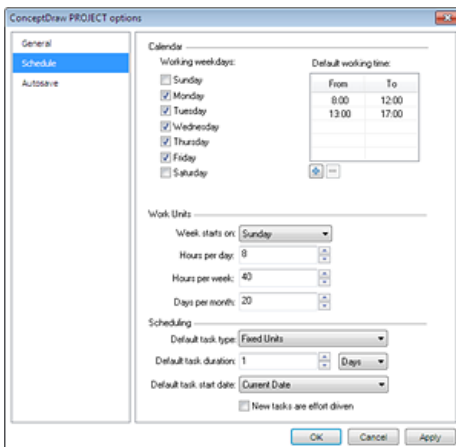
Currency symbol: Set up currency symbol

Currency position: Select currency position

Decimal digits: Set up amount of decimal digits

Behaviour: On/Off the Smart Enter mode

Schedule



Calendars:

Working week days: Set up working week days.

Default working time: Set up default schedule. Schedule is presented as set of daily working time intervals.

Work units:

Week starts on: Select week start.

Hours per day: Set up working hours amount per day.

Hours per week: Set up working hours amount per week.

Day per month: Set up working days amount per month.

Scheduling:

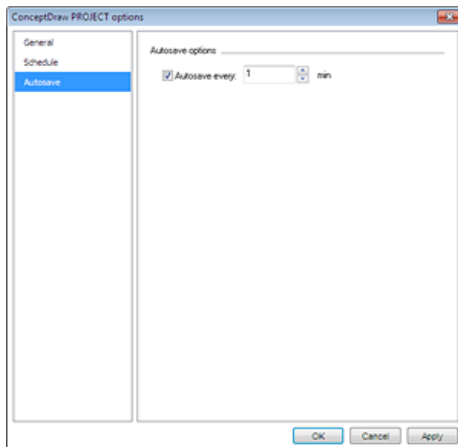
Default task type: Choose what you would like to fix: Units, Duration or Work

Default task duration: Set up a task duration on default
Default task start date : Set up a default start date of the new task

Effort - driven check box: Set up the effort-driven options for the new tasks

Read more how to use the [Effort-Driven Scheduling Method](#)

Autosave

**Autosave:**

Switch on/of autosave

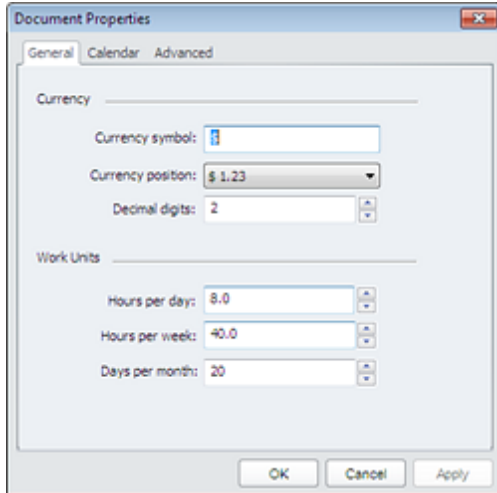
Every:

Set up autosave periodicity

Document Properties

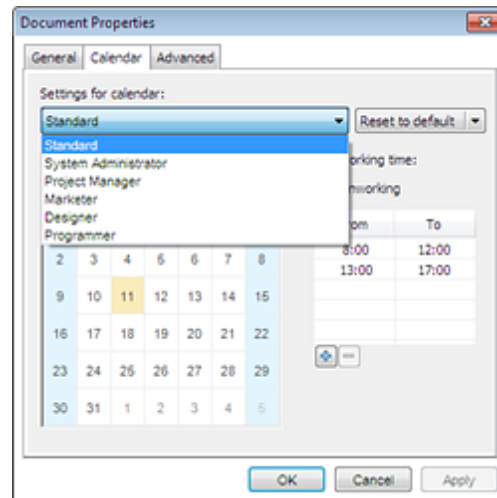
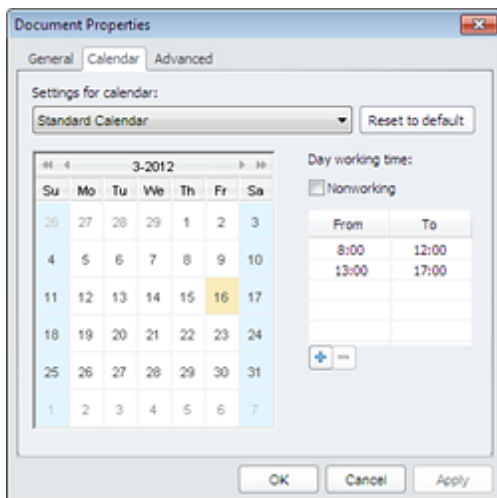
View and Edit current document properties. Document properties dialog is available from the [File](#) ribbon. It contains three tabs: General, Calendar and Advanced.

General tab allows to set the starting points of project calculations : Currency and Work units.

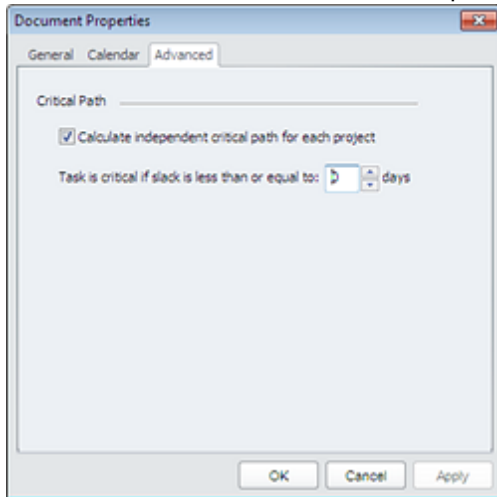


Calendar tab is used to customize the default project [calendar](#). You can set up schedule for all resources in your project.

Select resource from the drop-down list to create resource personal schedule. Selects set of dates to do this. Set up schedule to selected dates. Schedule is presented as set of daily working time intervals. You can set the selected dates as non-working.




Advanced tab allows to set the critical path and critical task parameters.

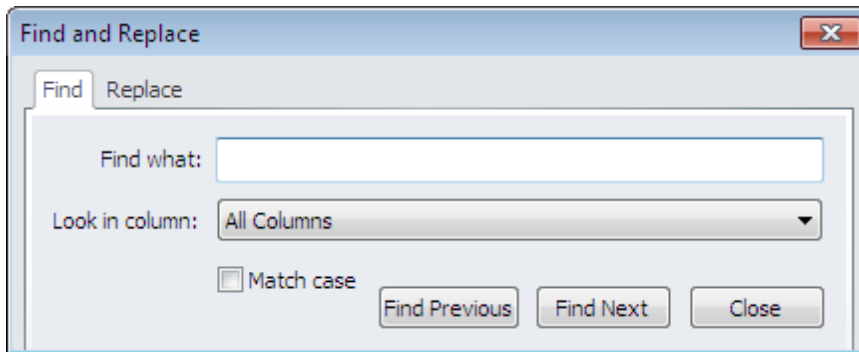


Find

This dialog allows you to search for text in a project schedule. You can call the dialog from the [Home](#)

tab button 

The *Find* dialog:

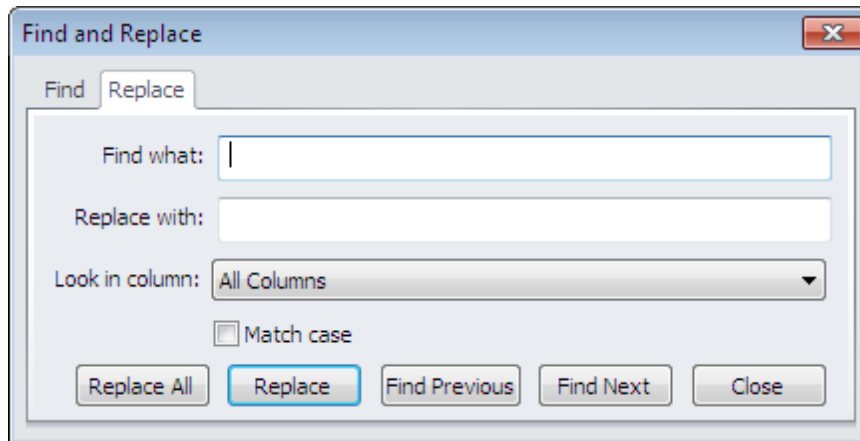


Replace

This dialog allows you to replace text in a project schedule. You can call the dialog from the [View](#) tab

button 

The Replace dialog:



Keyboard Shortcuts and Mouse Actions

Keyboard	Operation
ConceptDraw OFFICE Tools	
Ctrl + Shift + M	Create ConceptDraw MINDMAP file
Documents and Windows	
Ctrl + N	Create a New Document
Ctrl + O	Open a Document
Ctrl + S	Save the active document
Ctrl + Shift + S	Save the active document under a new file name
Ctrl + P	Print Preview
Ctrl + Alt + P	Print the active document
Ctrl + F	Activate the Quick Find tool
Ctrl + Shift + F	Open the Find dialog
Ctrl + H	Open the Replace dialog
Ctrl + F4	Close the active document
Ctrl + W	
Ctrl + Tab	Activate the next window
Ctrl + PageUp, Ctrl + PageDown	Activate the next project in Gantt Chart View
Alt + F4	Quit ConceptDraw PROJECT
Presentation	

Keyboard	Operation
Ctrl + Shift + C	Capture Slide (Visible area)
Application	
F1	Call Help System
Alt + P	Preferences (Application settings)
Ctrl + F1	Call ConceptDraw PROJECT About Dialog
Tasks	
Insert	Insert new task
Ctrl + Enter	Add new subtask
Shift + Enter	Insert new task after selected
Alt + Enter	Add task to end of current level
Delete	Delete selected task(s)
Ctrl + M	Mark task as milestone
Ctrl + B	Create deadline for a task
Ctrl + Right	Indent task
Ctrl + Left	Outdent task
Ctrl + Down	Move item to the next position (one line down)
Ctrl + Up	Move item tone line up
Shift + Left	Collapse selected phase
Shift + Right	Expand selected phase
Ctrl + L	Link selected tasks

Keyboard	Operation
Ctrl + Shift + L	Unlink selected tasks
Ctrl + G	Go to selected task
Enter	Fast adding of new entities
Projects(s)	
Insert	New project
Ctrl + Shift + N	New project
Delete	Delete project
View	
Tab	Switch the View
Ctrl + Alt + G	Switch to Gantt Chart View
Ctrl + Alt + R	Switch to Resource List View
Ctrl + Alt + J	Switch to Multiproject Dashboard
Ctrl + Alt + U	Switch to Resource Usage View
Ctrl + R	Call Reports dialog
Shift + Mouse wheel	Horizontal Scroll
Click in Print Preview	Change zoom level (in cycle)
Page Up	Scroll up in Print Preview
Page Down	Scroll down in Print Preview
Editing	
Ctrl + Z	Undo the last operation

Keyboard	Operation
Alt + Backspace	
Ctrl + Y	Redo what was reserved by Undo
Ctrl + X	Cut the selection to the Document
Shift + Del	
Ctrl + C	Copy the selection to the Document
Ctrl + V	Paste the content from the Document
Shift + Insert	
Esc	Close Dialog
Selecting	
Select with Shift	Allow to select several tasks
Select with Ctrl	Allow to select several tasks (from the first to the second)
Ctrl + A	Select all the tasks on document