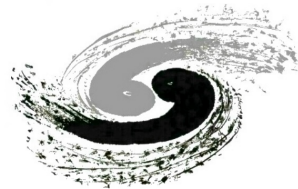


Special Topic 45

Project Management Tool



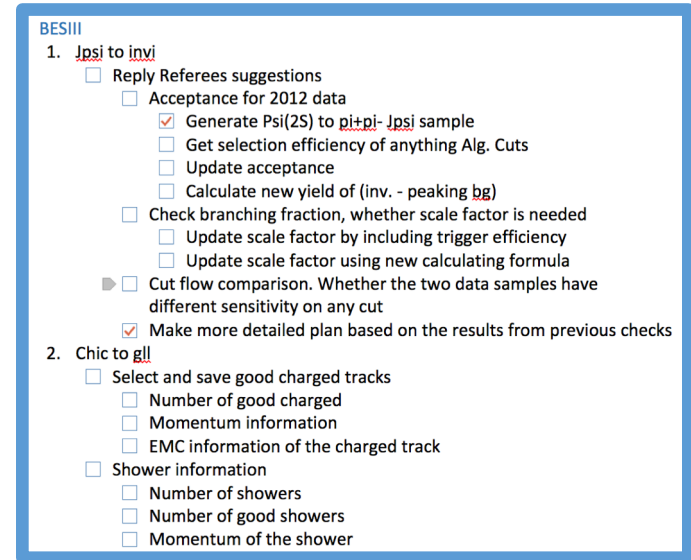
中國科學院高能物理研究所
Institute of High Energy Physics
Chinese Academy of Sciences

Xin Shi

2018.10.26

Motivation

- We are using OneNote heavily
 - Logbook for different project
 - Plan page for every month
 - Easy access for team-members
 - Everyone can edit
- Limitations of OneNote Plan page
 - Scope for one month only
 - No connection between items
 - Lack of admin layer, hard to manage
 - No resources behind action items



Project Management Tools

- Free of charge
 - No MS Project/ MacOS Marlin/Most web-based
- Stable for use
 - OpenProject runs on local server, not easy to maintain
- Capable to deal with management complexity
 - No Excel like spreadsheet
- Possible to collaborate

• Solution :

GanttProject



Github.com

<https://www.ganttproject.biz>

<https://github.com/dt-np/xteam>



GanttProject

Free project scheduling and management app for Windows, OSX and Linux.

- Cross-platform and open source

<https://github.com/bardsoftware/ganttproject>

- Mature software since 2003

- Up-to-date development

- Use xml to store data:

- Suitable for github management

- Flexible export PDF, PNG, MSPProject



Download new

GanttProject 2.8.9

Release Build

published on Aug 21, 2018

Export/import



MS Project

included

GanttProject for X-Team

- One file whole team
 - Global picture
 - Team resources
- Saved on github

<https://github.com/dt-np/xteam/blob/master/plan.gan>

Gantt Chart

| Name | Begin date | End date | Coordinator |
|------------------------------|------------|----------|---------------------|
| ▼ • ATLAS | 10/15 | 10/15 | Yuzhen Yang |
| ▶ • Module Production | 10/15 | 10/15 | Yuzhen Yang |
| ▶ • Electrical Test SOP | 10/15 | 10/15 | Xin Shi |
| ▶ • B106 cleanroom | 10/15 | 10/15 | Xin Shi |
| ▶ • HGTD Sensor test | 10/15 | 10/15 | Ryuta Kiuchi |
| • HGTD Sensor design | 10/15 | 10/15 | Suyu Xiao |
| ▼ • BESIII | 10/15 | 10/15 | Kai Liu |
| ▶ • Jpsi2Invi Analysis | 10/15 | 10/15 | Suyu Xiao |
| ▶ • Chic2gll Analysis | 10/15 | 10/15 | Amit Pathak |
| ▶ • Etac2Invi Analysis | 10/15 | 10/15 | Kai Liu |
| ▼ • CEPC | 10/15 | 10/15 | Ryuta Kiuchi |
| • CMOS Pixel Sensor JapePix1 | 10/15 | 10/15 | Ryuta Kiuchi |
| ▶ • Hig2Invi Analysis | 10/15 | 10/15 | Yuhang Tan |
| ▶ • Hig2ZZ Analysis | 10/15 | 10/15 | 10/15 Lingteng Kong |

Resources Chart

| Name | Default role |
|-------------------|-----------------|
| ▶ • Xin Shi | project manager |
| ▶ • Ryuta Kiuchi | Contact |
| ▶ • Kai Liu | Contact |
| ▶ • Yuzhen Yang | Contact |
| ▶ • Suyu Xiao | Member |
| • Shan Gu | Member |
| ▶ • Yuhang Tan | Member |
| ▶ • Amit Pathak | Member |
| ▶ • Lingteng Kong | Member |

```
1  <?xml version="1.0" encoding="UTF-8"?><project name="X-Team Plan" company="" w
2  <description/>
3  <view zooming-state="default:7" id="ganttt-chart">
4    <field id="tpd3" name="Name" width="293" order="0"/>
5    <field id="tpd4" name="Begin date" width="74" order="1"/>
6    <field id="tpd5" name="End date" width="134" order="2"/>
7    <field id="tpd8" name="Coordinator" width="153" order="3"/>
8    <option id="taskLabelUp" value=""/>
9    <option id="taskLabelLeft" value="name"/>
10  </view>
11  <view id="resource-table">
12    <field id="0" name="Name" width="180" order="0"/>
13    <field id="1" name="Default role" width="69" order="1"/>
14  </view>
```

Get started

- Each sub-group leader download the plan.gan file (Thursday evening or Friday morning).
- Edit and show your group's progress Gantt Chart on your weekly group meeting talk on Friday noon.
- Push the updated plan.gan file to your github repo and make the Pull Request **before 5pm on Friday**
 - Try to change only your sub-group section, to make the merge easier for other sub-group leaders
 - Better to make the PR earlier than 4pm, to leave time to merge and other people to adjust in case of conflict.

A Few Comments

- We'll keep OneNote Plan page to collect raw material (sub-action items from members)
 - We might consider to use GanttProject file only in the future if it goes well
- Management IS a skill and takes time to learn
- The best way to learn is to PRACTICE
- Let's get started using the GanttProject and improve our team's productivity!