



# GraphicSchedule

See the big picture. Plan Accordingly.

# Founders' Message



**We built GraphicSchedule because we needed a better way to communicate complex projects, and we didn't want to fuss with tedious hand-drawn graphics.**

Our Core Values for this Excel app are:

1. Build something that our users LOVE.
2. Make it easy for “non-schedulers” to use our product.
3. Preserve the look and feel and flexibility of the Excel environment. So you can skip the learning curve and just get started.

We hope our app makes your life a little bit easier and helps your team deliver a winning project.

Thanks for choosing GraphicSchedule!



James Wonneberg  
[james@graphicschedule.com](mailto:james@graphicschedule.com)



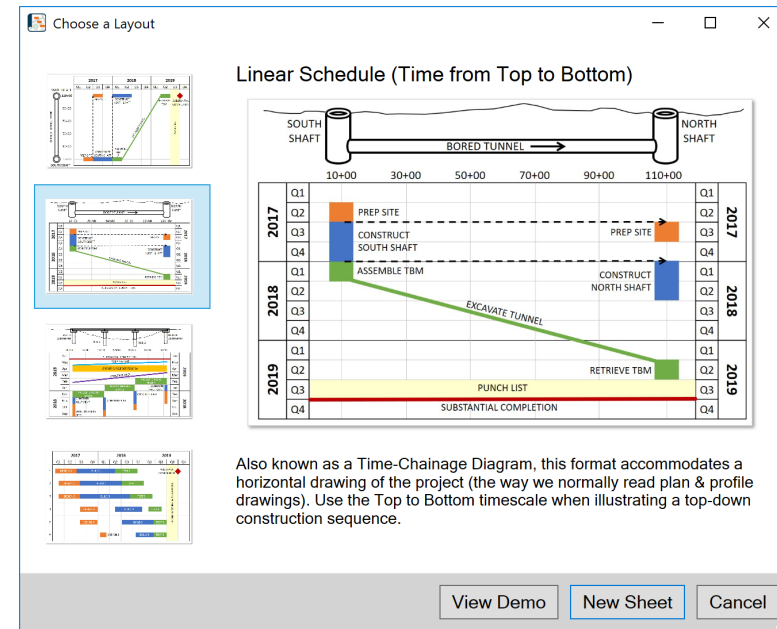
Ron Drake  
[ron@graphicschedule.com](mailto:ron@graphicschedule.com)

# What's New in GraphicSchedule v1.13?



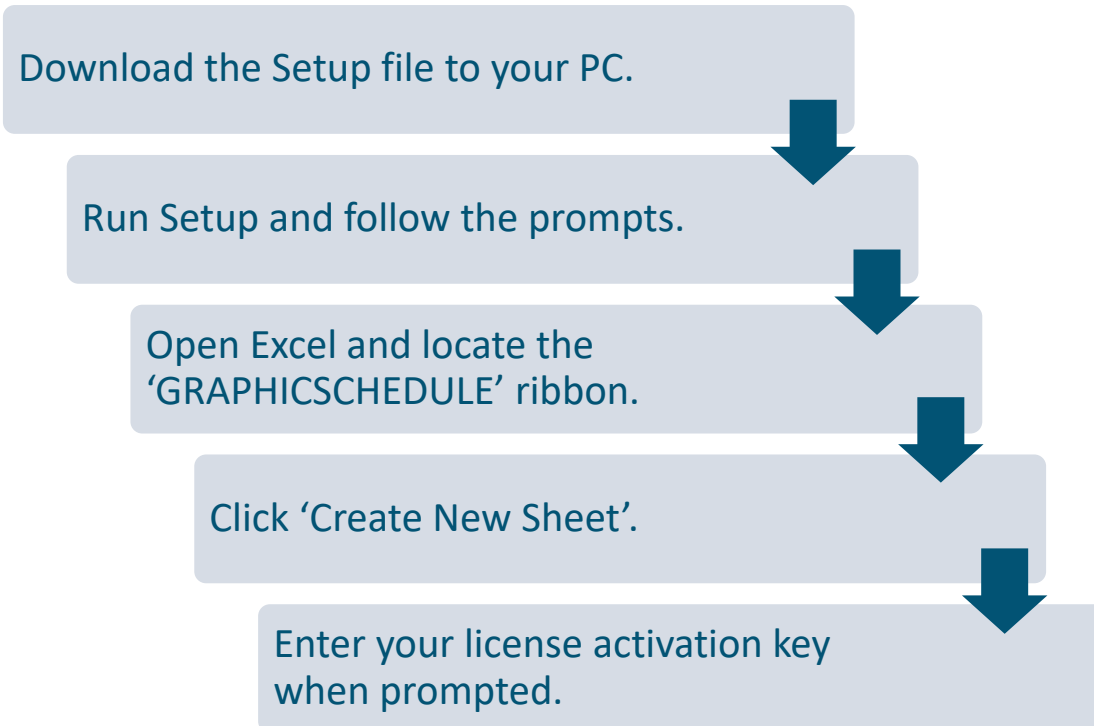
In this update we've added greater flexibility and more control, so you can create graphic schedules that are tailor-made to your project:

- ✓ Plot time horizontally or vertically
- ✓ Axis formatting controls
- ✓ Month/Week timescale format
- ✓ Enhanced gridlines for readability
- ✓ Date & Time capability for increased precision
- ✓ All in one primary sheet, with infinite possibilities





## GraphicSchedule is an Excel Add In. Here's how to install it:



### System Requirements:

- ✓ PC with Windows
- ✓ Excel 2013 or later



Installation takes  
about 2 minutes

*Note to IT Administrators: run this installation from the user's Windows login (not an administrator login) to ensure that GraphicSchedule will be available to the user.*

# Quick Reference



## Timescale Controls

Choose the direction, format, and range of the timescale on the chart.

## Axis Controls

Adjust the format and range of the location or task axis on the chart.

## Create New Sheet

Click here to get started. Explore fully-functional demonstration projects, or create your own sheet and dive right in.

## Chart

This chart is created automatically by GraphicSchedule so you can plot shapes by time and location.

## Project Graphic

Insert any image here to illustrate what you're building.

For linear schedules, try to position the graphic so it lines up with the location axis on the chart.

## Get Help

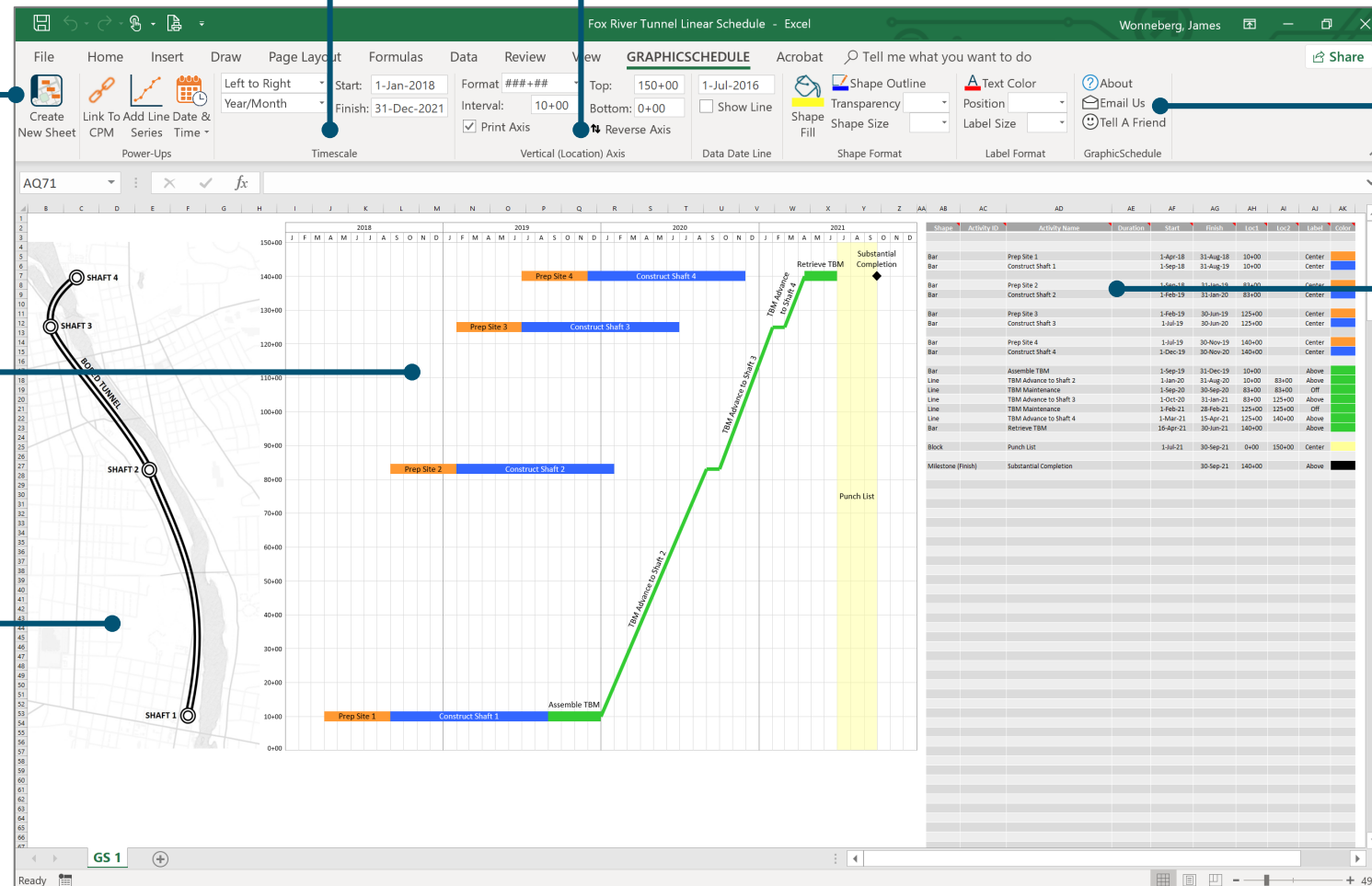
Send us an email!

## Data Table

Enter data here to add new shapes to the chart.

Choose a shape, give it a name, enter dates and locations, pick a color, and watch it appear.

Required entries for each type of shape are highlighted in red.



# Quick Reference



## Add Line Series

Create an X,Y line to track activities or other data that frequently changes over time.

## Date & Time

Add hours and minutes to date entries for increased precision.

## Data Date Line

Add a line that marks the date when the schedule data was last updated.

## Shape & Label Format Controls

Apply custom formatting to get your graphic schedule looking just the way you want it.

## Link to CPM

Establish links to data from other scheduling applications by Activity ID, for easy updates whenever your plan changes.

First click on the desired shape entry in the data table (not in the chart), then use these controls to apply formatting.

Tip: select multiple entries in the data table to format multiple shapes at once.

## Resize the Chart

Click anywhere in the chart area to activate handles around the perimeter of the chart.

Resize to accommodate a different layout, make room for graphics, print on smaller paper, etc.

## Use Excel like Excel

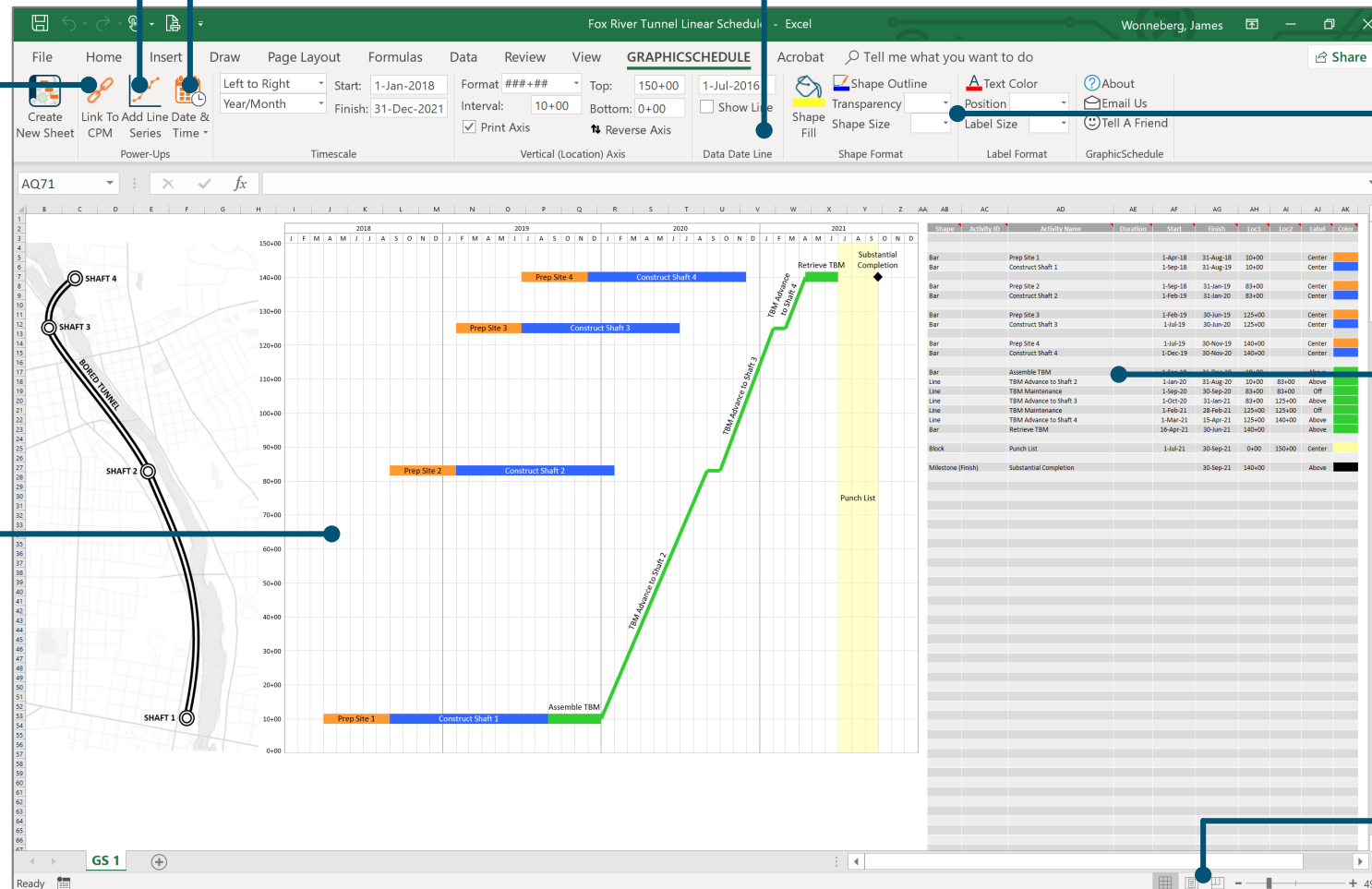
We've worked hard to keep the power of Excel at your fingertips.

Feel free to copy/paste, fill down, insert/delete rows, drag and drop rows, or create your own formulas right here in the data table.

## Get Ready to Print

Switch to 'Page Layout' view to insert your logo in the header and update the title block information.

Switch to 'Page Break Preview' if you need to adjust the print area.



# Bar Chart Example



Summarize any project or program schedule on a single page:

## Page Header

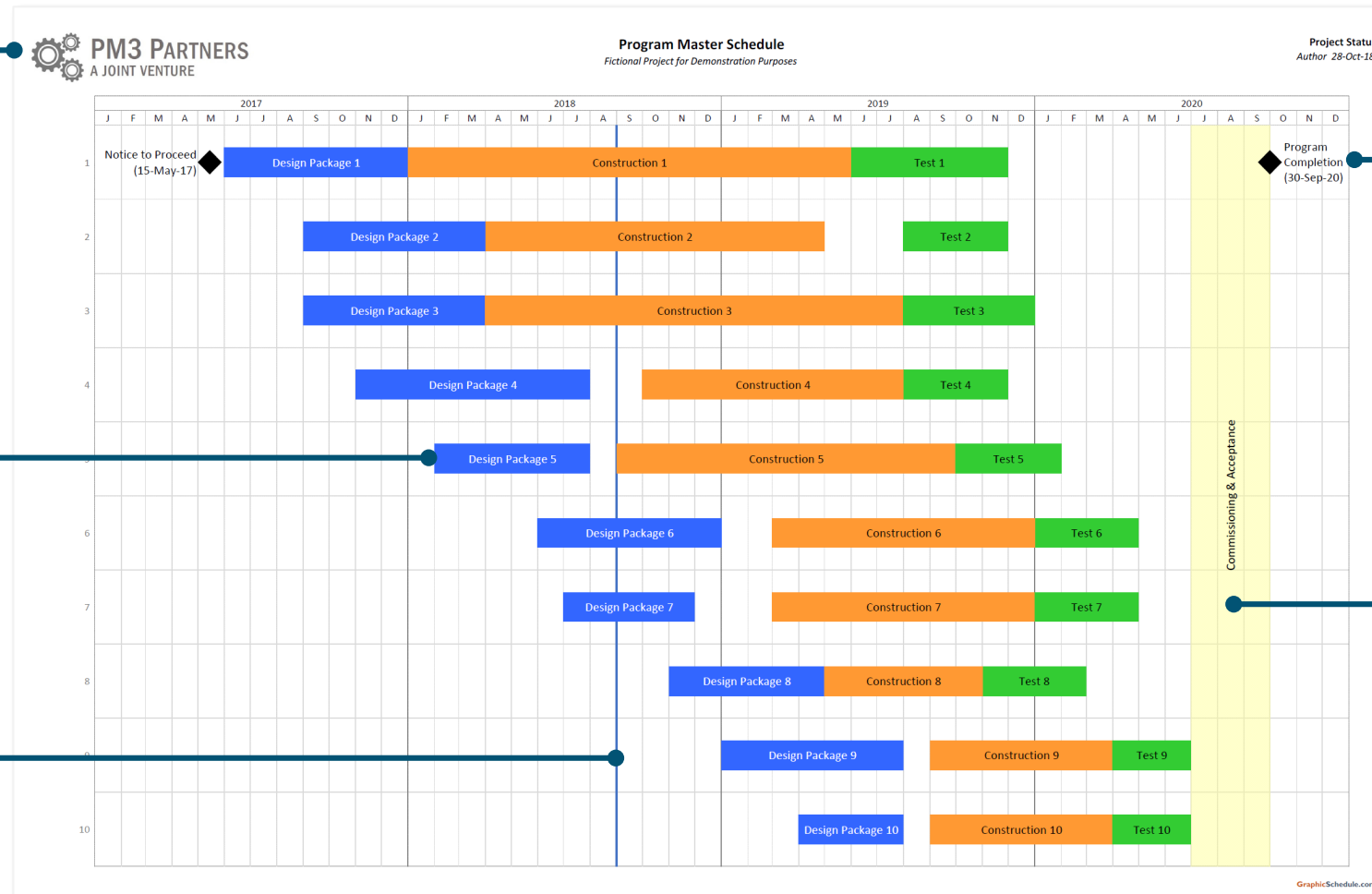
Insert your logo and update the title block information here.

## Bar Shape

Represents a task or summary activity, plotted by row number. Plotting multiple bars on the same row saves space so you can fit your schedule on one page.

## Data Date Line

Marks the date when the schedule data was last updated.



## Milestone Shape

Represents a deadline or key deliverable, plotted by row number.

## Block Shape

Represents a project-wide activity, event, or work window related to multiple rows on the schedule.

# Linear Schedule Example



Illustrate your scope of work and schedule, plotted by time and location:

## Timescale

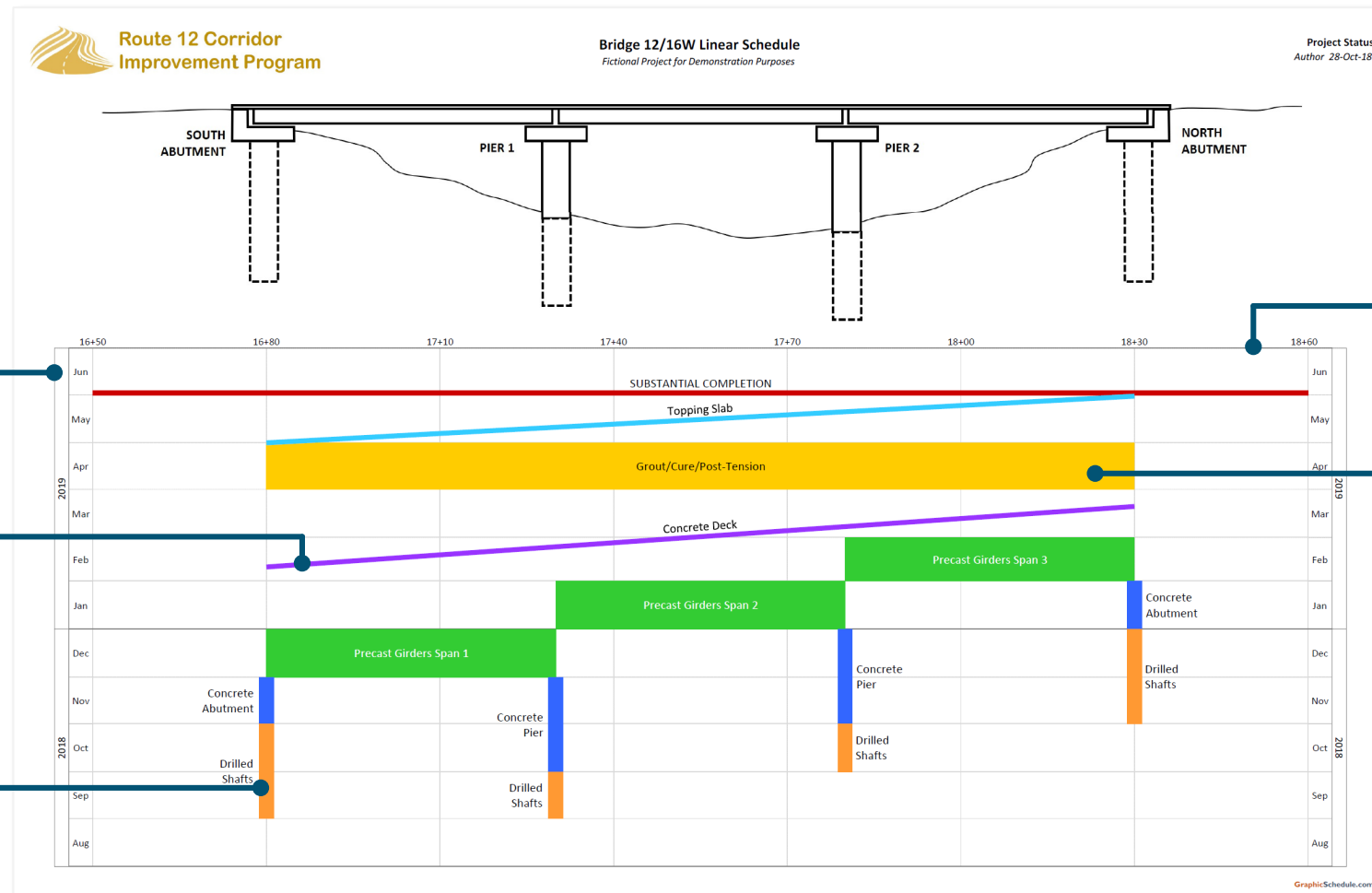
In this example time is plotted from Bottom to Top. You can also choose to plot time from Top to Bottom or Left to Right and the chart will redraw accordingly.

## Line Shape

Represents an activity that moves from Point A to Point B over time.

## Bar Shape

Represents an activity that occurs at one location.



## Location Axis

Displays stationing or other distance markers along the project alignment. Adjust this axis so it's aligned with the project graphic.

## Block Shape

Represents an activity that occupies a larger work area for a given period of time.

To learn more about linear scheduling, check out our free eBook [here](#).

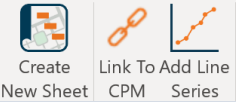


# Using Link to CPM



## Create links to other schedule data by Activity ID for easy updates next month:


1



Click the **Link to CPM** button on the ribbon.

A new sheet named “**CPM**” will appear containing a blank table for importing schedule data.

2

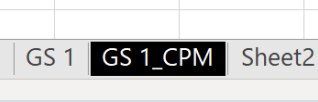


Open the application containing the schedule you want to link to.

Make sure the columns match the order shown on the table in the CPM sheet.

Select all schedule activities (**Ctrl+A**) and copy to the clipboard (**Ctrl+C**).

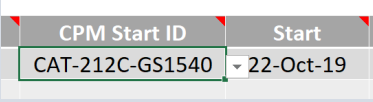
3



Paste your schedule data into the table on the **CPM** sheet (**Ctrl+V**).

‘A’ and \* characters are removed from actual and constrained dates so Excel can recognize them as dates.

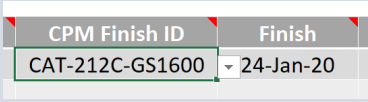
4



On the **GS** sheet containing your graphic schedule, locate the **CPM Start ID** column in the data table.


Choose an Activity ID from the dropdown, or enter a valid Activity ID manually. The **Start** date will appear and is now linked to your imported data.

5



Choose a **CPM Finish ID** to establish a linked **Finish** date.

*Note: Link to CPM was designed to help summarize a more-detailed series of activities from a CPM schedule. However, you can link both Start and Finish to the same Activity ID if desired.*



- 6 Whenever your plan changes, simply paste the updated schedule data in the CPM table. Your linked graphic schedule will instantly redraw to reflect the new dates.



## GraphicSchedule works best if you assume that the Mayor will read your schedule.

She'll want to know ***“What are you building?”*** and ***“When will it be done?”*** but she won't have time to review all the details of the project, or figure out what all those abbreviations mean.

Try to communicate your plan as simply and clearly as possible:

- *What are our most-important milestones?*
- *What major features of work will we complete to get there?*

This information will help your team see the big picture so they can plan for success. It will also help your boss explain the project to executives. Which means your 1-page schedule might just end up in the Mayor's office after all.



# How to Get Help

Email is the best way to reach us. We'll respond within 12 hours (same day).

James Wonneberg is our tech support guru. He checks emails while commuting by train to the tunnel project in Seattle. Send him a note!

[james@graphicschedule.com](mailto:james@graphicschedule.com)

We enjoy meeting with groups to teach the method, share case histories from our projects, and provide a quick tour of the app. And we love helping students and universities any way we can.

# About Us

At GraphicSchedule we empower teams to see the big picture, communicate more effectively, and deliver winning projects.

We got tired of drawing schedules by hand so we created an Excel app that makes it easy.



James and Ron serve as construction managers on major infrastructure projects.



Ricardo enjoys traveling and writes our source code from coffee shops and libraries in Croatia.



Susan plays in a classic rock band and will assist with invoicing when you're ready.

Get the full story [here](#).



**Create something your entire team will love!**