



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

Download the Setup file  
to your PC.



Run Setup and follow the  
prompts.



Open Excel and locate the  
'GRAPHICSCHEDULE' ribbon.

### System Requirements:

- ✓ PC with Windows 10
- ✓ .NET Framework version 4.8 (included)
- ✓ Excel 2013, Excel 2016\*, or Office 365



Installation takes  
less than 2 minutes

*\*Some standalone versions of Excel purchased via  
the Windows Store may not be compatible.*

# Getting Started



## Open Excel

GraphicSchedule is an Excel Add In.

## GRAPHICSCHEDULE Ribbon

Bringing you powerful new communication tools in a familiar environment.

## Create New Sheet

Click here to get started.

## Get Help

Send us an email!

## Choose a Layout

Click on the thumbnails to explore these starter layouts.

You'll be able to adjust everything as you go, so these layouts are just a starting point.

## View Demo

Open a fully-functional example project for each layout to see how GraphicSchedule works.

## New Sheet

Create a new blank template and dive right in.

Book1 - Excel

James at GraphicSchedule

File Home Insert Draw Page Layout Formulas Data Review View **GRAPHICSCHEDULE** Acrobat Search

Share Comments

Create New Sheet

Start: 1-Jan-2016 Top: 150+00 Interval: 10+00 1-Jul-2016

Finish: 31-Dec-2021 Bottom: 0+00 Print Axis

Format Timescale Format Axis

Link To Add Line CPM Series

Power-Ups GraphicSchedule

Choose a Layout

Linear Schedule (Time from Top to Bottom)

SOUTH SHAFT 10+00 30+00 50+00 70+00 90+00 110+00 NORTH SHAFT

2017 Q1 Q2 Q3 Q4

2018 Q1 Q2 Q3 Q4

2019 Q1 Q2 Q3 Q4

PREP SITE

CONSTRUCT SOUTH SHAFT

ASSEMBLE TBM

EXCAVATE TUNNEL

CONSTRUCT NORTH SHAFT

PUNCH LIST

SUBSTANTIAL COMPLETION

Also known as a Time-Chainage Diagram, this format accommodates a horizontal drawing of the project (the way we normally read plan & profile drawings). Use the Top to Bottom timescale when illustrating a top-down construction sequence.

View Demo New Sheet Cancel

Sheet1

Ready

# Basics



## Timescale Controls

Set the date range, interval, precision, and orientation of the timescale on the chart.

## Axis Controls

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

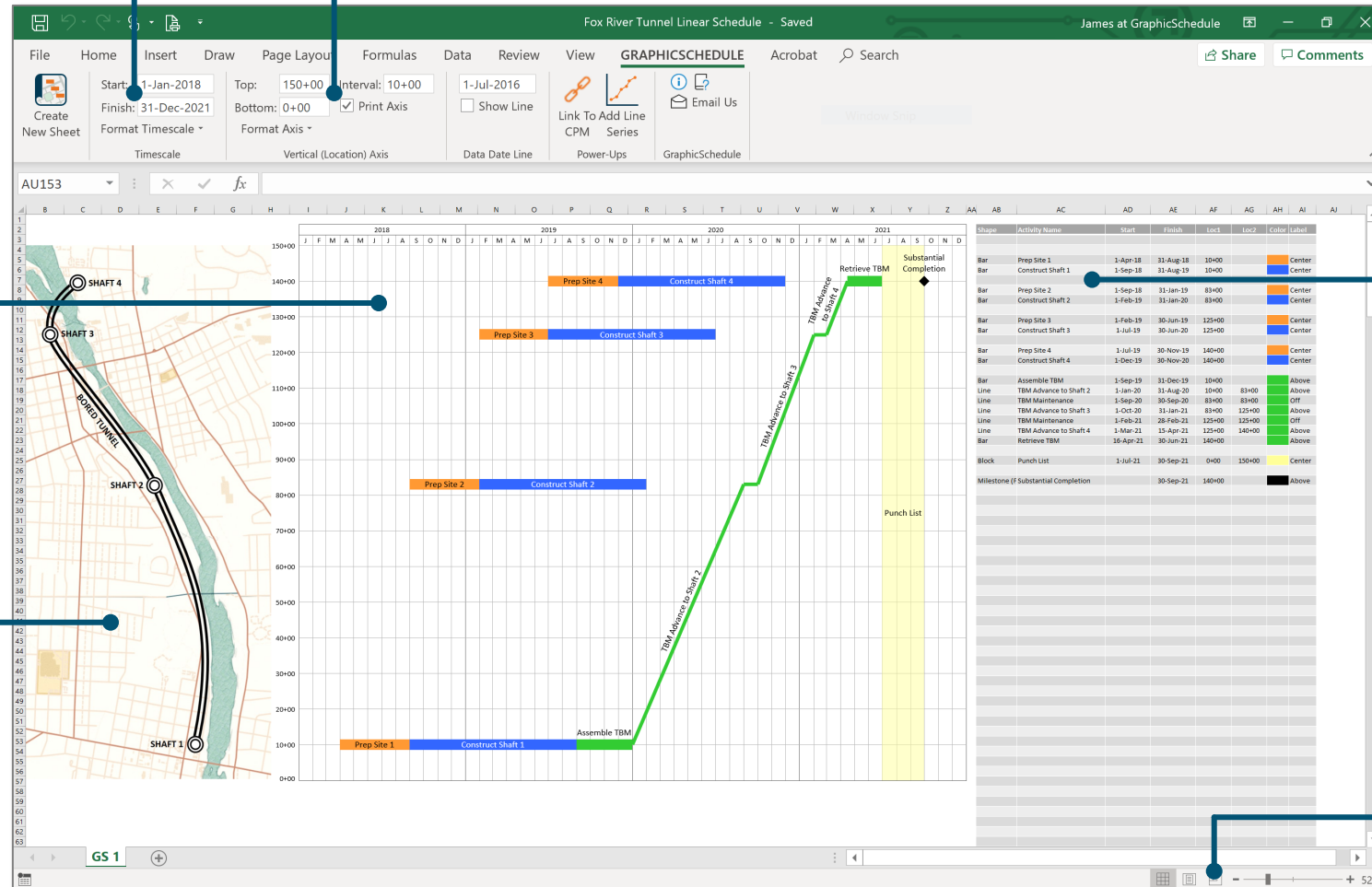
## Chart

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.



## Data Table

Enter data here to plot new shapes on 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.

## 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.

# More Tools



## Data Date Line

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

## Link to CPM

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

## Add Line Series

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

## Resize the Chart

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

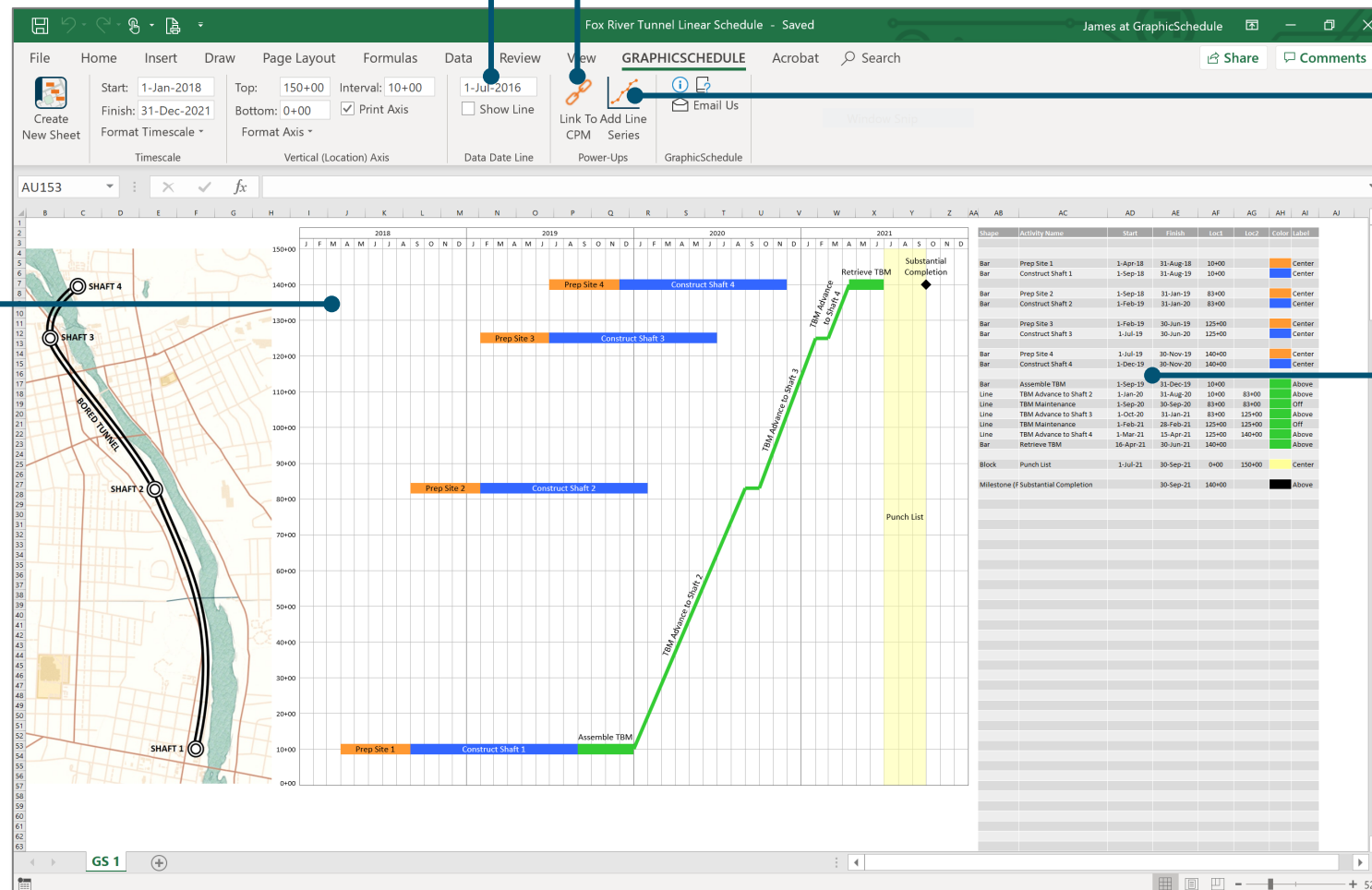
Resize to accommodate a different layout, make room for graphics, print on smaller paper, etc. The chart will redraw automatically.

## 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.

You can also insert more columns to help with Excel calculations or keep track of other project data.



# Custom Formatting



## Shape Format

Adjust the fill color, outline color, transparency, and shape size.

## Label Format

Adjust the text color, label position, and label size.

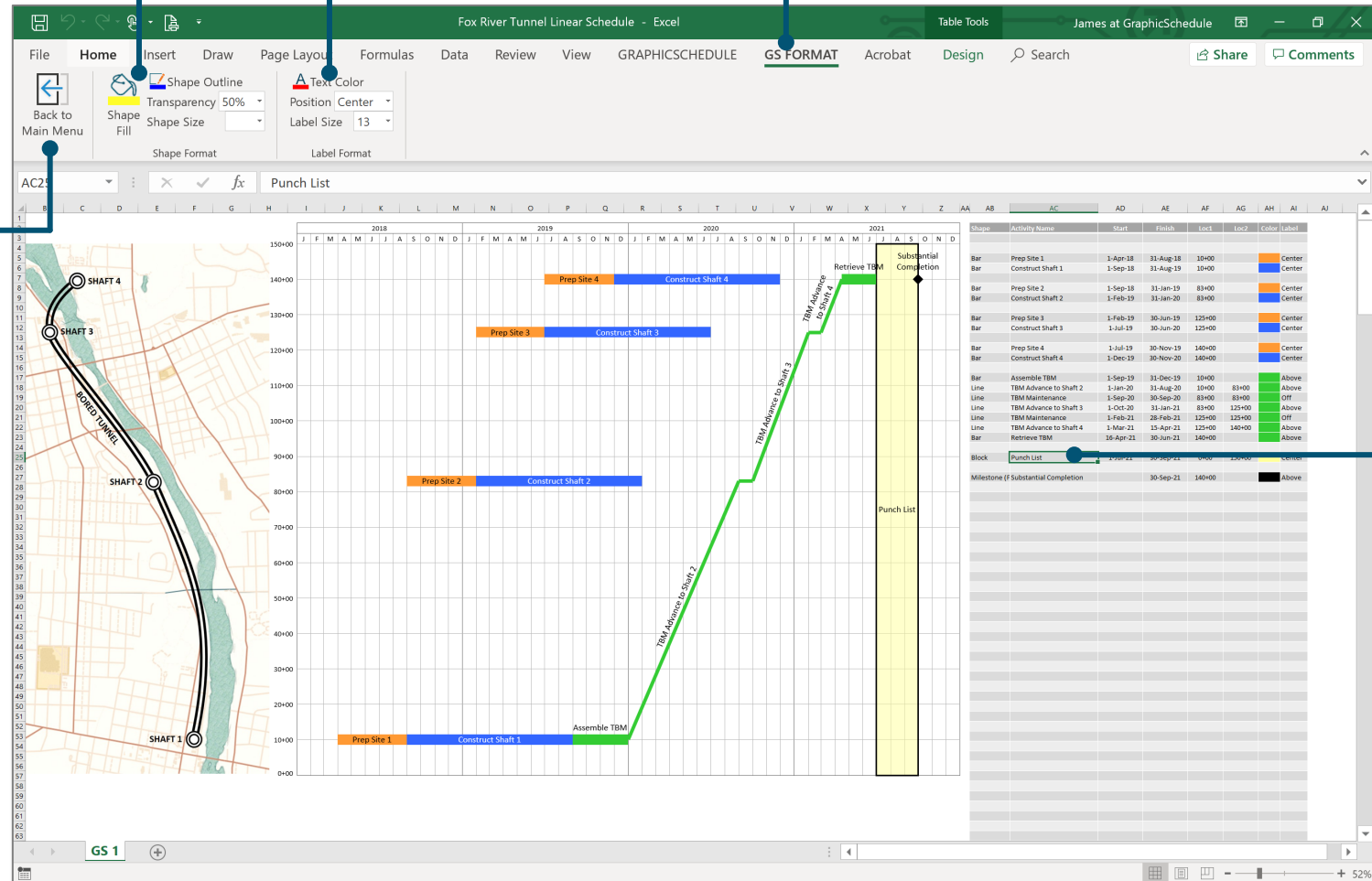
## GS FORMAT Ribbon

This ribbon appears when you select a shape in the data table.

## Return to Main Menu

Takes you back to the GRAPHICSCHEDULE ribbon.

(or just click in any blank cell)



## Select Shapes Here First

Click on the data table entry associated with the shape that you want to format.

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

# Bar Chart Example



Summarize any project or program schedule on a single page:

## Page Header

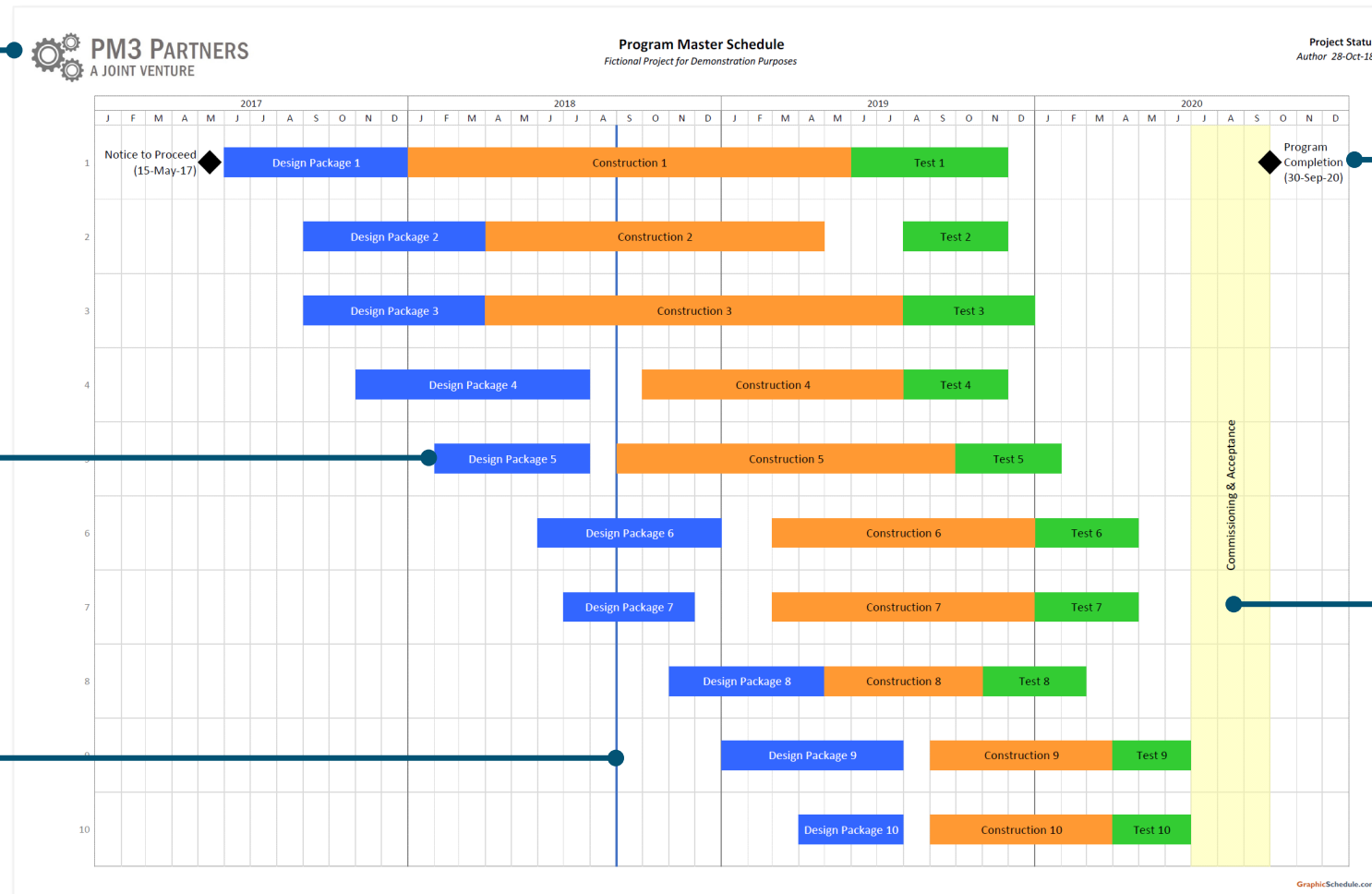
Insert your logo and update the title block information here.

## 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

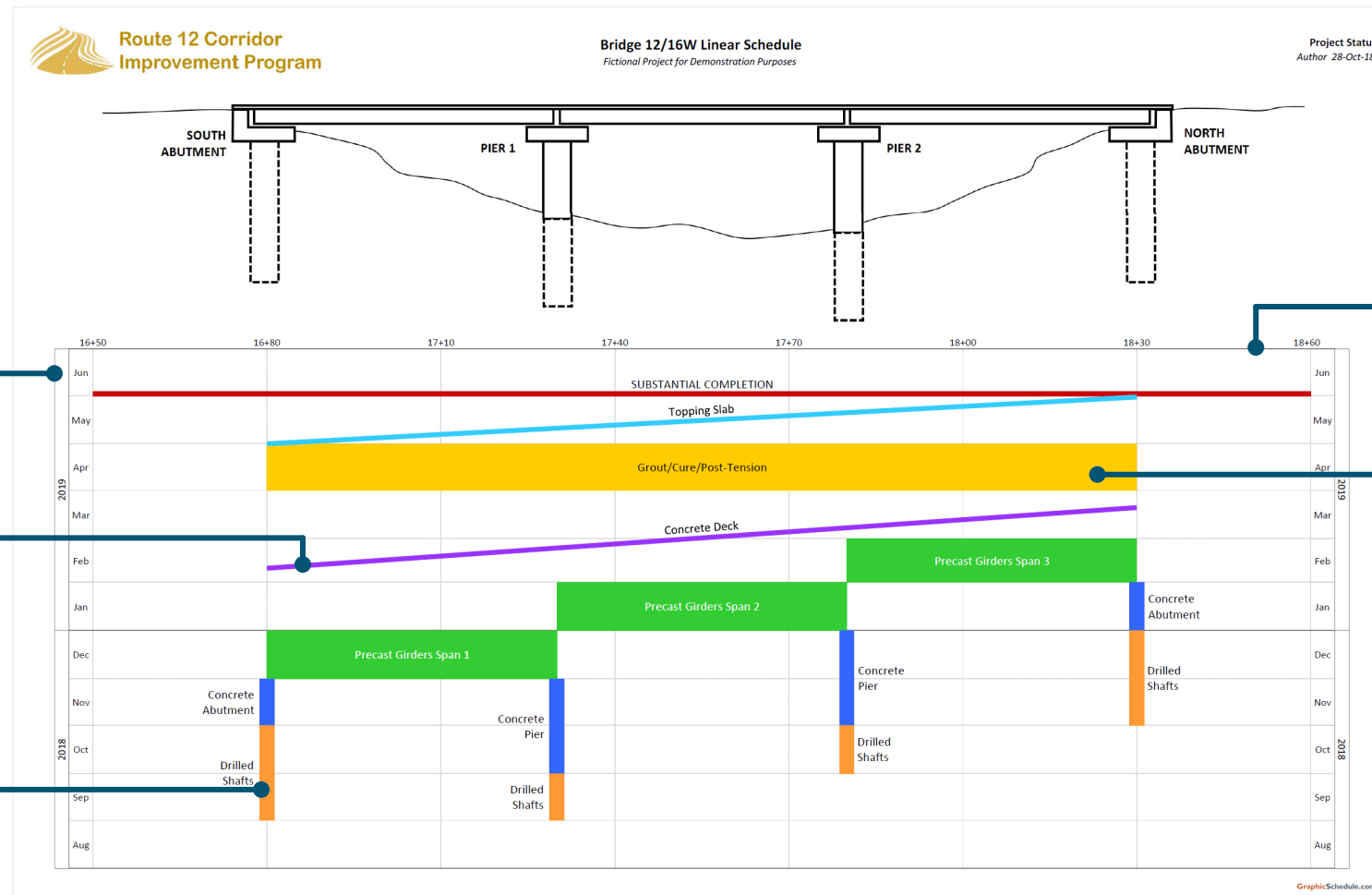
Represents an activity that occurs at one location.

## 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.



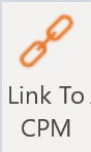
To learn more about linear scheduling, check out our free eBook [here](#).

# 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

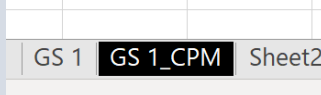


Open the application containing the schedule you want to link to.

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**).

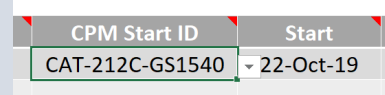
3



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.

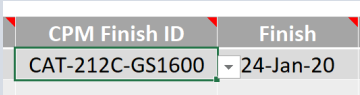
4



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. James will respond within 12 hours (same day).

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

Visit our [Learn page](#) for more tips.

Check out our [Gallery page](#) for inspiration.

# How to Buy

Free trials work for 30 days. License keys are provided for paid subscriptions. Place your order on the [Buy page](#) and we'll be in touch!

# 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 is a construction manager based in Tacoma, WA. He's currently working on widening I-405 from Renton to Bellevue.



Ron leads the PM/CM practice for a large engineering firm and is working on several major projects. He lives in Arroyo Grande, CA.



Ricardo enjoys traveling, algorithms, and logic. He writes our source code from coffee shops and libraries in Croatia.



Bernard builds Office apps for brands and startups. When he's not cooking up Asian street food, he stays religious to his pomodoro. Or doing pull-ups.

Read our origin story [here](#).



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