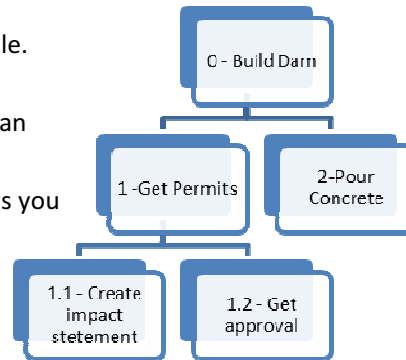


**Useful Free Schedule Software** (or software that you are already likely to have)  
for creating work breakdowns, network diagrams, and schedules JDO 8/19/15

WBS

1. [www.wbstool.com](http://www.wbstool.com) is a free web service that allows you to draw a graphical WBS in your browser then save it in the cloud as a file that you can share with others. You can export it in formats that are readable by Microsoft Project, Microsoft Word (buggy), or as an image. It works very well for this limited task. Tip: A WBS can become too big to readably print on a single letter-size page. Here's a tip that worked for me in printing these large WBS's.
  - a. Save an image of the WBS as a jpg file using the Image button in the Download toolbar.
  - b. Open the jpg file using Microsoft Paint.
  - c. Use Paint's Page Setup dialog to scale the image across multiple pages - for example 2 pages across and 1 page down.
  - d. Preview the printout to make sure it looks readable.
  - e. Print it to your printer.
2. A spreadsheet or word processor will allow you to create an indented list for a text WBS.
3. Microsoft Office (Word, PowerPoint) has a tool that allows you to draw an org chart. You can use this to draw a WBS instead. In Word 2010, it is Insert/ SmartArt/Hierarchy and looks like the example to the right →
4. If you prefer to draw a WBS in the format of a mind map, [www.xmind.net](http://www.xmind.net) is a good, free mind mapping program to start with.

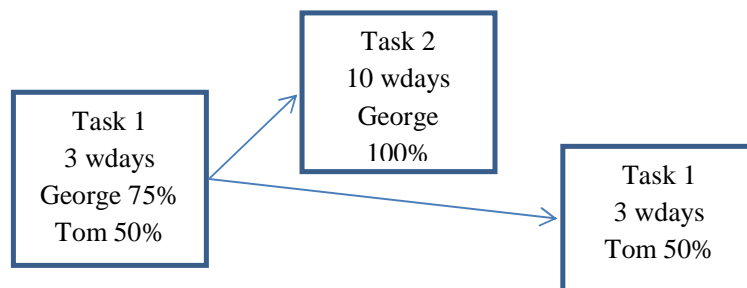


Network Diagram

5. There are not many good free tools for drawing a network diagram. Although not elegant, you can always draw it by hand and scan the sheets of paper.
6. Microsoft Visio can draw network diagrams.
7. Use autosshapes and connectors in Word or PowerPoint. This will give you lines that stay connected when you move the boxes. Here are instructions for Word and PowerPoint 2003 and earlier versions. An example is below.

<http://office.microsoft.com/en-us/word-help/draw-flowcharts-with-word-and-powerpoint-HA001055266.aspx>

For Word and PowerPoint 2007 and later (make sure you first insert a new drawing canvas as described in the instructions. Otherwise the connectors will not



stick):

<http://office.microsoft.com/en-us/word-help/draw-or-delete-a-line-connector-or-freeform-shape-HA010355850.aspx>

#### Gantt Chart with Dependencies

8. The free spreadsheet that I share with students and clients will draw a Gantt and calculate the dates if you enter the information from your network diagram. It is a standard Excel file with macros. It needs no other programs. Get it from the Resources tab of [www.spspro.com](http://www.spspro.com). Be sure to read the instructions on how to set up the starting parameters!  
<http://www.spspro.com/resources/Synergy%20Schedule%20Template%20081120.xls>
9. GanttProject is open source software that is a little more elegant at drawing Gantt charts once you have the network diagram done. It also handles resources, which the spreadsheet does not. The user interface is a bit quirky, but it is free, it works, and it looks more elegant than the spreadsheet. Version 2.5 is still in final beta testing as of January 2012, but it has many improvements so I suggest you try it first and only downgrade to the older version if necessary.  
<http://www.ganttproject.biz/>
10. [www.gantter.com](http://www.gantter.com) is a free web service that provides a Microsoft Project lookalike with the most commonly used subset of Project features, including a nice Gantt view (no network diagram unfortunately). It integrates with Google Docs for sharing and works in a standard web browser. It is barely out of Beta testing and there have been reports of lingering bugs, especially with the Google Docs integration, so be careful if you use it.
11. One of my clients is using Smartsheet.com. It is web-based, can handle dependencies, and automatically notifies specified people about changes by email. It also has many of the features of a spreadsheet program. It also integrates with Google Docs. So far I am impressed by it. (Smartsheet charges a subscription fee.)

#### The Big Gun

12. Microsoft Project (various versions) does everything except graphical WBS, and a lot more. It is powerful and has a steeper learning curve than the simpler tools. Cost is \$450 and up, but many academic and non-profit institutions have site licenses or access to academic discounts. You can get a 60-day free trial here: <http://technet.microsoft.com/en-us/evalcenter/ee404758.aspx>

#### Others –

If you have favorite software to add to this tip sheet, please let me know! I periodically update this tip sheet with new information and make it available on Synergy's "Resources" web page at [www.spspro.com/resources.htm](http://www.spspro.com/resources.htm). Check there for the latest version.

These have been mentioned to me recently but I have not yet tried them: Lucid Charts for drawing network diagrams, Wikipedia (search "project management software") for comparisons of features, Team Gantt, OmniPlan