



**Georgia  
Tech**

CREATING THE NEXT



# Using the Planning Console

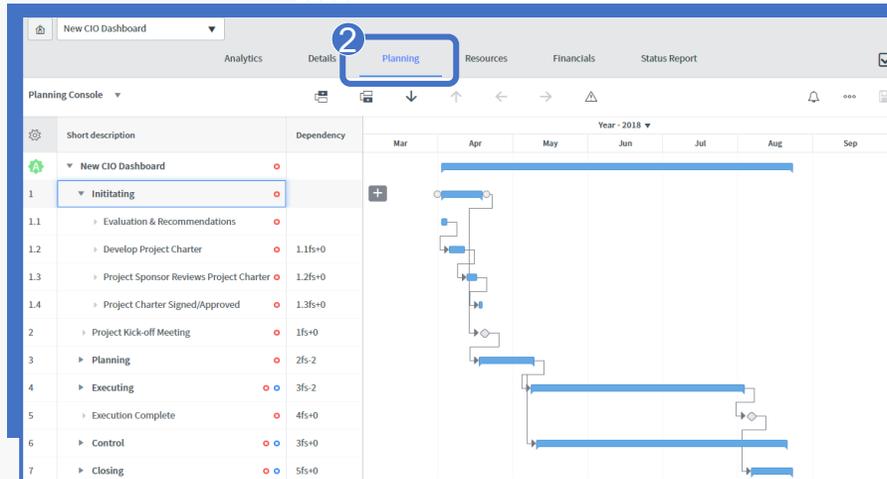
Quick Reference Guide

# Accessing the Planning Console

The **Planning Console** gives Project Managers a comprehensive view of all aspects of a project including subprojects, tasks and the Gantt chart.

Access the **Planning Console** by:

1. Clicking the **Planning Console** related link from the main page of the project.
2. Going to the **Project Workspace**, clicking into a project, then clicking the **Planning** tab



- Related Links
- Calculate Completion Estimates
  - Create Test Phase
  - Move Project
  - 1 Planning Console
  - Project Workbench
  - Status Report
  - Create Baseline
  - Save as New Template

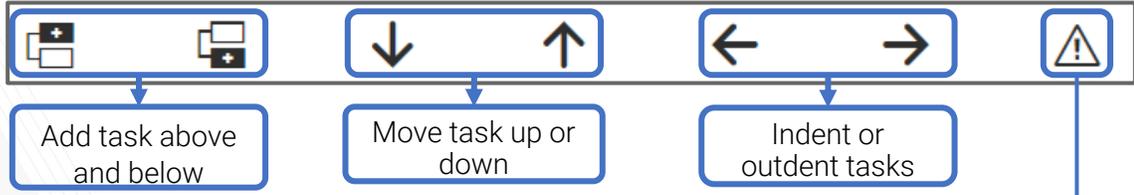
## Planning Console Tour

The planning console gives project managers a comprehensive view of all aspects of a project, including a hierarchical list of sub-projects, if any, project tasks, which appear in a work breakdown structure (WBS) list with task assignments, and the project Gantt chart. The console also integrates with Live Feed so your users can collaborate on projects.

Begin Tour

If you've never used the Planning Console before, a popup will display, asking if you wish to take a tour of the features of the console. Click the "X" if you do not wish to take the tour.

# Planning Console Toolbar



Screenshot of the console sidebar menu with callouts pointing to the notification, menu, and print icons.

- Notification icon (bell)
- Menu icon (three dots)
- Print icon (document with printer)
- Baselines**
  - No baseline selected
  - Create new baseline
- Other**
  - Copy partial project
  - Copy project
  - Move project
  - Show live feed
  - Print
- Configure Gantt View**
  - Show date change
  - Show duration change
  - Show weekends

Screenshot of a project selection dropdown menu with a search bar and a list of project names.

- Enhance Credit Card authorizati...
- Idea pipeline management
- SAP and ServiceNow Integration
- HR Service Management
- Upgrade all Oracle 10g database with 12c
- Enhance Credit Card authorization security
- Enterprise Integration Bus
- Food/Media Application

Select different projects to manage within the Console tab

# Configure the Planning Console

Add or Remove columns from the **Planning Console** view by clicking the gear icon in the upper left corner of the page.

