GanttApp™

Quick Reference Guide

Visualize release date uncertainty in your project timeline · ganttapp.spertsuite.com

WHAT IS GANTTAPP™?

GanttApp™ visualizes release plan uncertainty for projects and products. Unlike traditional Gantt charts that show a single delivery date, GanttApp™ displays a build phase and a delivery uncertainty window per release — giving stakeholders an honest picture of the schedule and fostering alignment discussions between the project team and sponsors.

Solid bar	Build phase (Design, Code, Test) — spans Start Date to Early Finish. Renders in the customizable In Progress color (default amber) when a release is marked In Progress.
Hatched bar	Delivery uncertainty window — the range in which Production delivery might occur (Early Finish → Late Finish).
Thin vertical line	Most Likely Finish date — shown within the hatched bar (optional).
Green vertical line	Today's date, or a status date you choose in Chart Settings (the legend then reads “Status Date”). A short-format date label (e.g., "Apr 15") appears above the line.

Use SPERT® Forecaster to calculate your three finish dates before entering them in GanttApp™.

STEP-BY-STEP WORKFLOW

#	Tab	What to do
1	Projects	Click New Project, enter a name and an optional Finish Date and Work Week, then click Create. Click anywhere on the project's tile to open its Releases. New to GanttApp? Click Load Sample to add a ready-made project and see it on the chart. Use Export All / Import to back up or move data between devices.
2	Releases	Add releases one at a time. Enter: Release Name, Start Date, Early Finish*, Most Likely Finish (optional), and Late Finish* — in that order, matching the chart. Click Add Release. Repeat for each release.
3	Gantt Chart	Your chart builds automatically. Switch between projects via the dropdown next to the project title. Toggle individual releases on/off with the Show checkbox on the Releases tab.
4	Share	Click the clipboard icon (upper-right of the chart area) to copy the entire chart — including legend — to your clipboard. Paste directly into email, Teams, Slack, or a slide deck.

† **Date rule:** Early Finish must be on or before Most Likely Finish, which must be on or before Late Finish. GanttApp will alert you if dates are entered out of order.

PROJECT ACTIONS (Projects tab)

The toolbar beside the Projects heading holds Export All, Import, Load Sample and New Project. Each project is a tile. A tile's icons appear when you point at the tile or tab into it, and are always shown on touch screens; Delete is always at the tile's top right.

Open Releases	Click anywhere on a project tile — its name or metadata — to jump straight to that project's Releases tab. Clicking an archived tile unarchives it first.
Share	(Cloud mode, owner only) Invite collaborators by email — see Sharing & Collaboration below.

Export	Downloads this one project (with its releases) as a portable JSON file you can import into any other GanttApp workspace.
Edit	Opens the Edit Project dialog, filled in with the project's name, Finish Date and Work Week.
Clone	Duplicates the project, its releases, and its snapshots under a new name ending “- Copy (1)”. Snapshot cloning is skipped, with a notice, if it would push the workspace past the 100-snapshot cap — the project and releases still clone.
Archive	Takes the project off your Projects tab and out of the Releases and Gantt Chart pickers, without deleting anything. Tick “Show archived (N)” under the toolbar to list archived projects again; an archived tile shows an Archived badge and an Unarchive button.
Tile color	Color a tile Blue, Teal, Slate, Purple or Pink, or choose No color. Colors and archives are yours alone: other members of a shared project don't see them.
Delete	Permanently removes the project, its releases and its snapshots, after you confirm. In Cloud mode only the owner sees Delete.
Move earlier / Move later	Moves a project one place without dragging.
Drag handle	Drag the six-dot handle to reorder projects.

SHARING & COLLABORATION (Projects tab, Cloud mode)

Who can share	Only a project's owner can share it, and only in Cloud storage mode. Look for the share icon on the project tile.
Invite by email	Paste one or more addresses (comma-, semicolon-, or space-separated), choose a role — Editor or Viewer — and click Send Invitations. Existing SPERT® Suite users are added immediately; new users get a branded invitation email and are added automatically the next time they sign in with Google or Microsoft.
Roles	**Editor** can add, edit, and delete releases. **Viewer** can see the project and its chart but can't change anything. Only the owner can share, rename, or delete the project itself.
Pending invitations	Shows each invited email, its role, and how many reminder emails have gone out (5 max). Resend nudges the recipient again; Revoke cancels an invitation before it's claimed.
Members	Lists everyone with access to the project and their role. Remove a collaborator at any time from this list.

RELEASE ACTIONS (Releases tab)

Show	Toggle a release's visibility on the chart without deleting it.
Status	A three-segment control sets each release to **Not Started** (default), **In Progress**, or **Complete**. In Progress bars render in the amber In Progress color (or whatever you pick in Chart Settings). Complete bars render as a single solid green bar spanning Start Date to Late Finish — hatching and the Most Likely line are hidden.
Edit	The edit form opens inline below that release — update any date or the release name, then save or cancel.

Duplicate	Clone a release as a starting point for a new one.
Delete	Permanently remove the release.
Drag handle	Drag releases up or down to reorder them on the chart.

SNAPSHOTS — TRACKING FORECAST CHANGES OVER TIME

Snapshots let you save a dated copy of your current release plan. Over time, comparing snapshots reveals whether delivery dates are moving in or out, and whether your cone of uncertainty is shrinking or expanding — a powerful indicator of forecast quality.

Save a snapshot	Click Save Snapshot (pinned to the left of the snapshot bar, above the chart). The snapshot is dated automatically, and you can supply an optional custom name.
View a snapshot	Click a snapshot chip (they sort newest-first, immediately to the right of the blue Current button) to switch the chart to that snapshot view.
Return to current	Click the blue Current ✓ button to return to your live release plan.
Compare	Toggle between the current chart and a past snapshot to see how your forecast has evolved. While viewing a historical snapshot, a Delete Snapshot button appears on the left of the snapshot bar.

Best practice: save a snapshot each time you update your release forecasts. Even a few snapshots taken weeks apart tells a meaningful story about forecast drift.

CHART CUSTOMIZATION (Gantt Chart tab — display settings panel)

The chart looks great out of the box with the default Earth color preset. All display settings are personal — each user sees their own customization, even on shared projects.

Color presets	Choose from built-in themes (e.g., Earth) or customize individual bar, line, and label colors.
Bar colors	Solid bar, hatched bar, In Progress bar (default amber), most-likely line, finish date line, and today line — each independently configurable.
Bar height & row spacing	Adjust bar thickness (S/M/L) and vertical spacing between releases.
Font sizes	Control release name font size and date label font size independently.
Legend labels	Click any legend label on the chart to rename it. With no project selected, edits save as global defaults. With a project selected, edits save to that project only — a small reset button appears next to any label the project overrides, and clicking it restores the global default. Edit global defaults in one place via Settings → Default Legend Labels.
Show Months	Toggle abbreviated month labels and thin vertical separator lines on the chart timeline — useful for projects spanning multiple months.
Toggle lines	Show or hide the Most Likely Finish line, Finish Date line, and Today's Date line individually.
Status date	Next to Show Today's Date, pick a date to draw the line at instead of today, for example an upcoming sprint review. The legend then reads “Status Date”; Date Prepared still shows the real date. Leave it blank for today. Each snapshot keeps the status date it was saved with.

Prepared By	Optionally display a 'Prepared by' attribution on the chart: tick Show Prepared By and type your name in the box beside it.
Dark mode	Click the moon icon (top right) to toggle dark mode.

DATA STORAGE & SETTINGS

Storage status chip	The pill in the upper-right header always opens the same Cloud Storage dialog: “Local only” with a lock icon when signed out; your avatar, first name, and a lock icon when signed in but still on local storage; your avatar, first name, and a cloud icon once you've switched to Cloud. From that dialog you can sign in with Google or Microsoft, switch storage modes, edit Export Attribution, and toggle the local-storage warning banner — all in one place.
Local storage	Data stays in your browser — never leaves your device. Best for sensitive organizational data. An amber banner appears on startup as a reminder to export before closing; dismiss it with Got it or suppress it permanently from the Cloud Storage dialog or Settings → Notifications.
Cloud storage	Sign in with Google or Microsoft. Data syncs via Firebase across all your devices and enables sharing — see Sharing & Collaboration. Microsoft sign-in needs a work or school account; for a personal account, use Google.
Work Week	Set which days count as workdays using a 7-chip S M T W T F S selector in Settings. New accounts start with Monday–Friday. Each project can override the global default from the Project form. When a date lands outside the effective work week, an informational amber warning appears beside the field on release list rows, project list rows, and both forms; chart date labels render in amber bold with a tooltip; the inline chart date editor warns as you type. Saves are always allowed.
Default Legend Labels	Customize the five global chart legend defaults (Solid Bar, Hatched Bar, Project Finish Date, Most Likely Finish, In Progress) from Settings. Individual projects can still override these defaults from the chart legend. Clearing a field reverts to the placeholder.
Export All / Import	(Projects tab toolbar) Export All downloads your entire workspace — every project, release, snapshot, and display setting — as one JSON backup file. Import reads any exported file: a single- or multi-project file previews each conflicting project so you choose to keep your existing copy, add the incoming one as a copy, or replace the existing one; a full-workspace file lets you Merge (add what's new, keep your settings) or Replace All (start over completely) before confirming. With no projects, Export All is greyed out.
Export Projects	(Settings tab) Pick one, several, or all projects — with an option to include their snapshots — and download just those as a portable file, without touching your workspace's colors or other display settings.
Download All as JSON	(Settings tab, Cloud mode) A one-click full backup of all your cloud projects, releases, and snapshots.

† Clearing your browser cache will delete locally stored data. Export a backup first — use the Export All button on the Projects tab.

TIPS & BEST PRACTICES

Click-to-edit on the chart	You can edit release dates directly on the Gantt chart — click any date label on a bar to open an inline date picker. Changes are validated immediately and the chart updates in real time. Press Enter or click away to save; press Escape to cancel. No need to navigate back to the Releases tab for quick date adjustments.

Completed releases	When you set a release's Status to Complete, its bar renders as a single solid green bar spanning Start Date to Late Finish — hatching and the Most Likely line are hidden. Use this to keep completed work visible on the chart while making active releases easy to distinguish from finished ones.
Custom snapshot names	When saving a snapshot, you can give it a custom name (e.g., 'After sprint 14 replan') instead of relying on the auto-generated date stamp. Descriptive names make it easier to find a specific historical plan when reviewing forecast drift months later.
Vertical line width	The Today's Date and Finish Date lines can be set to Thin, Medium, or Thick in Chart Settings. A thicker line improves readability when the chart is copied to a slide deck or viewed on a projector at lower contrast.
Date label color	The date label color control (grayscale swatches from light gray to black) lets you tune contrast for different backgrounds. Use a darker color for light-background presentations, or a lighter shade for dark-mode or dark-themed slide decks.
One chart, many stakeholders	Because display settings (colors, fonts, line toggles) are personal — not shared — each team member can configure the chart to suit their own presentation context without affecting what their colleagues see. Share the project; own the appearance.
Work-week warnings are informational	GanttApp surfaces amber warnings on release and project list rows, on the date forms, and directly on chart date labels whenever a date falls outside your work week — but it never blocks the save. Use this as a gentle nudge to catch a go-live date that accidentally landed on a Sunday, without preventing intentional exceptions like a planned weekend deployment.
Per-project legend labels	Different projects often use different vocabulary — "Release" in one program, "Increment" or "Drop" in another. Open the chart for a specific project, click the legend label you want to change, and the edit saves to that project alone. A small reset button appears next to any label you've overridden — click it to fall back to the global default at any time.
Smart Import decisions	When you import a file whose projects overlap your workspace, GanttApp shows you every conflict individually instead of guessing — for each one, you choose to keep your existing copy, add the incoming one as a copy, or replace the existing one. Nothing is silently skipped or overwritten.
Jump to Releases fast	Clicking anywhere on a project tile — not just an icon — takes you straight to its Releases tab, so there's no separate button to hunt for.
Archive instead of delete	When a project is finished, archive it rather than deleting it. It leaves your lists but keeps every release and snapshot, ready to unarchive.

GanttApp™ works best alongside SPERT® Forecaster: use Forecaster to calculate Early, Most Likely, and Late finish dates from your velocity data, then paste those dates into GanttApp to produce a stakeholder-ready uncertainty chart.

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