CHEAT SHEET

Planforge

MENU BAR

Search
Help
System Preferences
User Name
Preferences

PROJECT COCKPIT

Pipeline Stage
First level activities of plan (size and progress)
Cost Progress
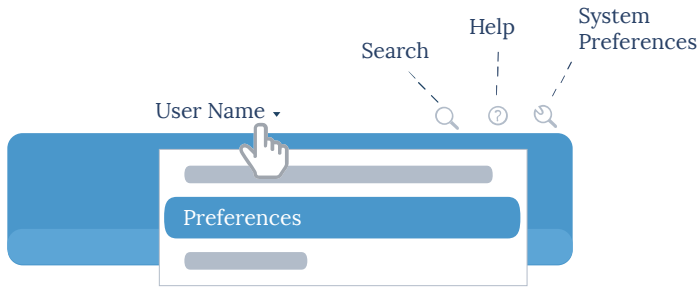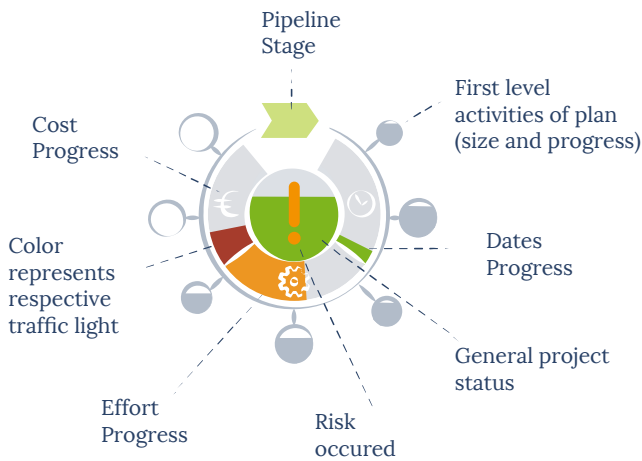Color represents respective traffic light
Dates Progress
General project status
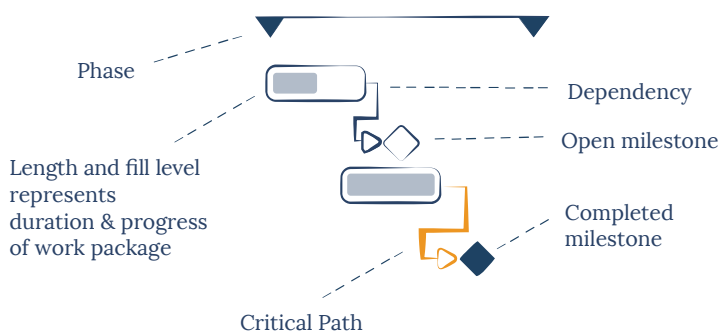Effort Progress
Risk occured

ACTIVITY LIST

- Effort is not completely allocated
- Activity is public
- Activity has attachments
- Activity has comments
- Draft activity

STATUS

- Status report open
- Status report in progress
- Status report submitted

SCHEDULE

Phase
Length and fill level represents duration & progress of work package
Dependency
Open milestone
Completed milestone
Critical Path

PROJECT NAVIGATION

- ▼ 📁 Portfolio
  - Program
  - Project is linked to Jira
  - Project is in edit mode
  - Project is edited by another user (hover over to see who is editing)
  - Project has been archived
  - Agile project

MY WORK

MY TO-DOS / MY ACTIVITIES

- Open / Not Started
- In Progress
- Completed
- Activity Quick Time Tracking
- Activity is overdue

KEYBOARD SHORTCUTS

GENERAL

alt / option + 🖱 → Collapse / expand tabular view

PROJECTS / PLANNING

⇧ + alt / option + ▲▼ → Move activity

alt / option + ← → Delete activity

⇧ + ctrl / cmd + 🖱 → Multi-selection

alt / option + 🖱 → Collaps / expand activity

WORKFLOW

Initiate workflow, e.g. request pipeline stage change