User Manual For Gantt Charts in Google Sheets

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Contact if you have any questions.

NOTE:
If you have a Google account, please log in to the Google account before opening the spreadsheet. This will allow your edits to the Gantt chart to be tracked.

If you do not have a Google account, you may still access the shared spreadsheet by clicking on the link in your inbox. You will still have full editing and commenting capabilities. Your edits will be tagged as "Anonymous"

Access the main Google Folder here:

https://drive.google.com/drive/folders/1Yhv_xsq5PqzyvCBupJBPT9OluyV6KPVs?usp=sharing

Instructions

1. Review and edit sections of the **2017 Annual WRAP Workplan – To be Edited for 2018-19** that correspond to your work group.
    - https://drive.google.com/drive/folders/1-lbd2rU4e2JJq2whuRIA5OtEXQtada7t?usp=sharing

2. Update the Master List of tasks.
    - https://docs.google.com/document/d/1hWYugaJPc9ER4E2g05n8p1VkyG8UrY_icXPQFaQfAR4/edit?usp=sharing

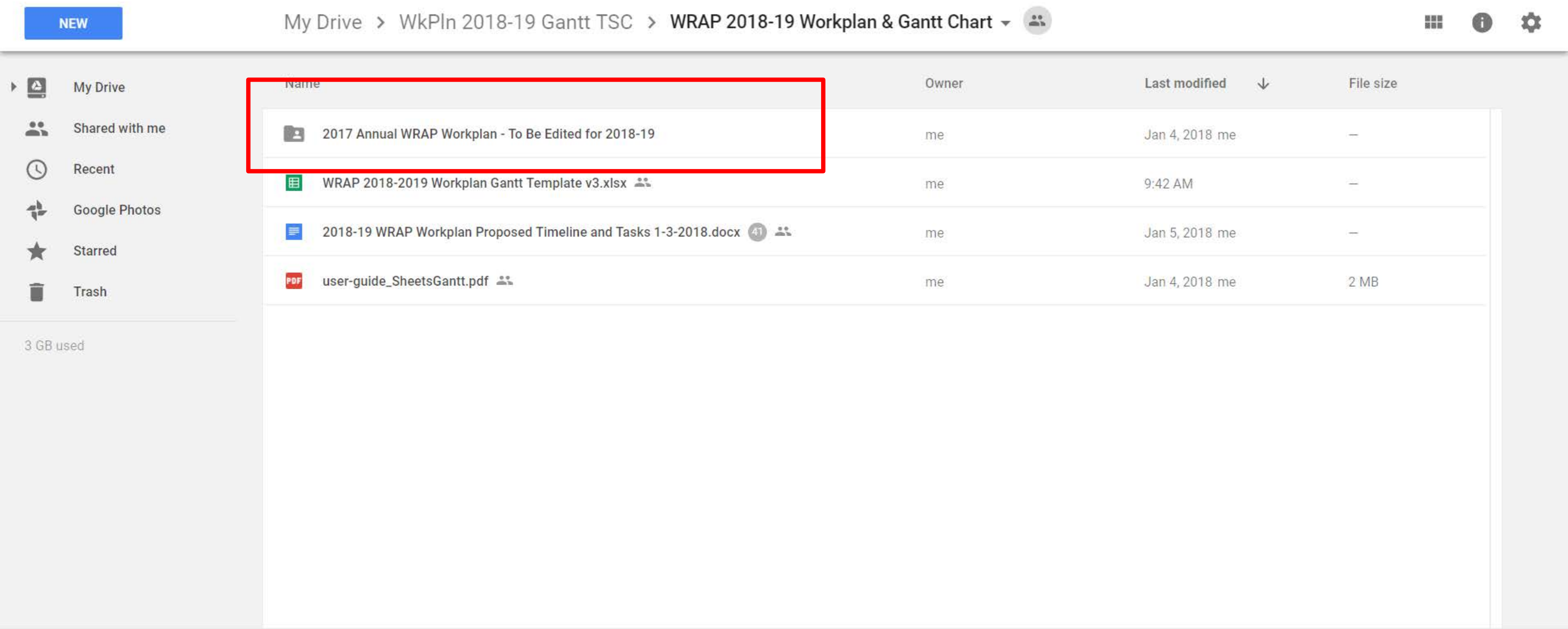
3. Fill the Gantt chart (**WRAP 2018-2019 Workplan Gantt Template**) to match your work in Part 1.
    - https://docs.google.com/spreadsheets/d/1Ul3FbvjzNDPd-XBPMCFoD-83wf2Ph_aWt2MtdpbspE0/edit?usp=sharing

House Rules

- Please do not change the formatting – if at all possible.

- Please do not write lengthy task names directly in the cells. Write a short title for the task, and leave task notes as comments attached to your task cell.

Access the 2017 workplan here.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My Drive > WkPln 2018-19 Gantt TSC > WRAP 2018-19 Workplan & Gantt Chart

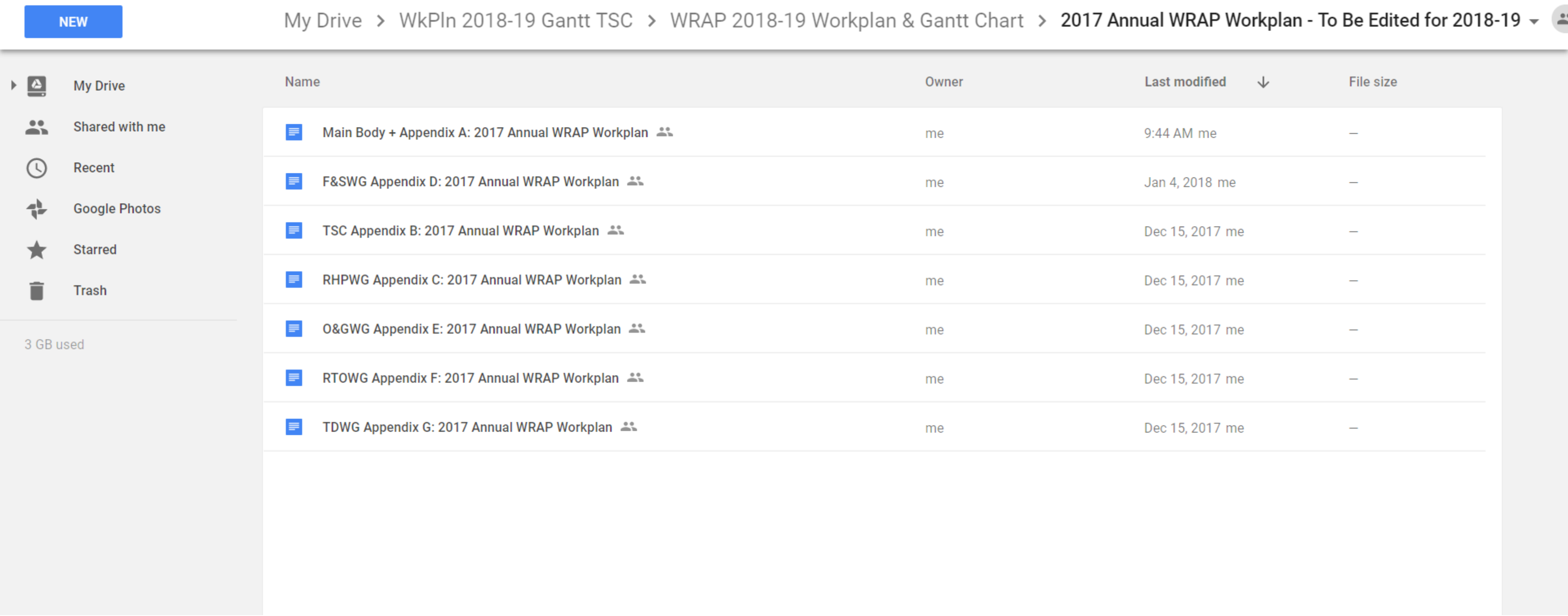
Name	Owner	Last modified ↓	File size
2017 Annual WRAP Workplan - To Be Edited for 2018-19	me	Jan 4, 2018 me	–
WRAP 2018-2019 Workplan Gantt Template v3.xlsx	me	9:42 AM	–
2018-19 WRAP Workplan Proposed Timeline and Tasks 1-3-2018.docx	me	Jan 5, 2018 me	–
user-guide_SheetsGantt.pdf	me	Jan 4, 2018 me	2 MB

1. Edit 2017 Appendix

2. Workplan Outline

3. Gantt Chart

Select the appendix corresponding to your workgroup.



My Drive > WkPln 2018-19 Gantt TSC > WRAP 2018-19 Workplan & Gantt Chart > 2017 Annual WRAP Workplan - To Be Edited for 2018-19

Name	Owner	Last modified ↓	File size
Main Body + Appendix A: 2017 Annual WRAP Workplan	me	9:44 AM me	–
F&SWG Appendix D: 2017 Annual WRAP Workplan	me	Jan 4, 2018 me	–
TSC Appendix B: 2017 Annual WRAP Workplan	me	Dec 15, 2017 me	–
RHPWG Appendix C: 2017 Annual WRAP Workplan	me	Dec 15, 2017 me	–
O&GWG Appendix E: 2017 Annual WRAP Workplan	me	Dec 15, 2017 me	–
RTOWG Appendix F: 2017 Annual WRAP Workplan	me	Dec 15, 2017 me	–
TDWG Appendix G: 2017 Annual WRAP Workplan	me	Dec 15, 2017 me	–

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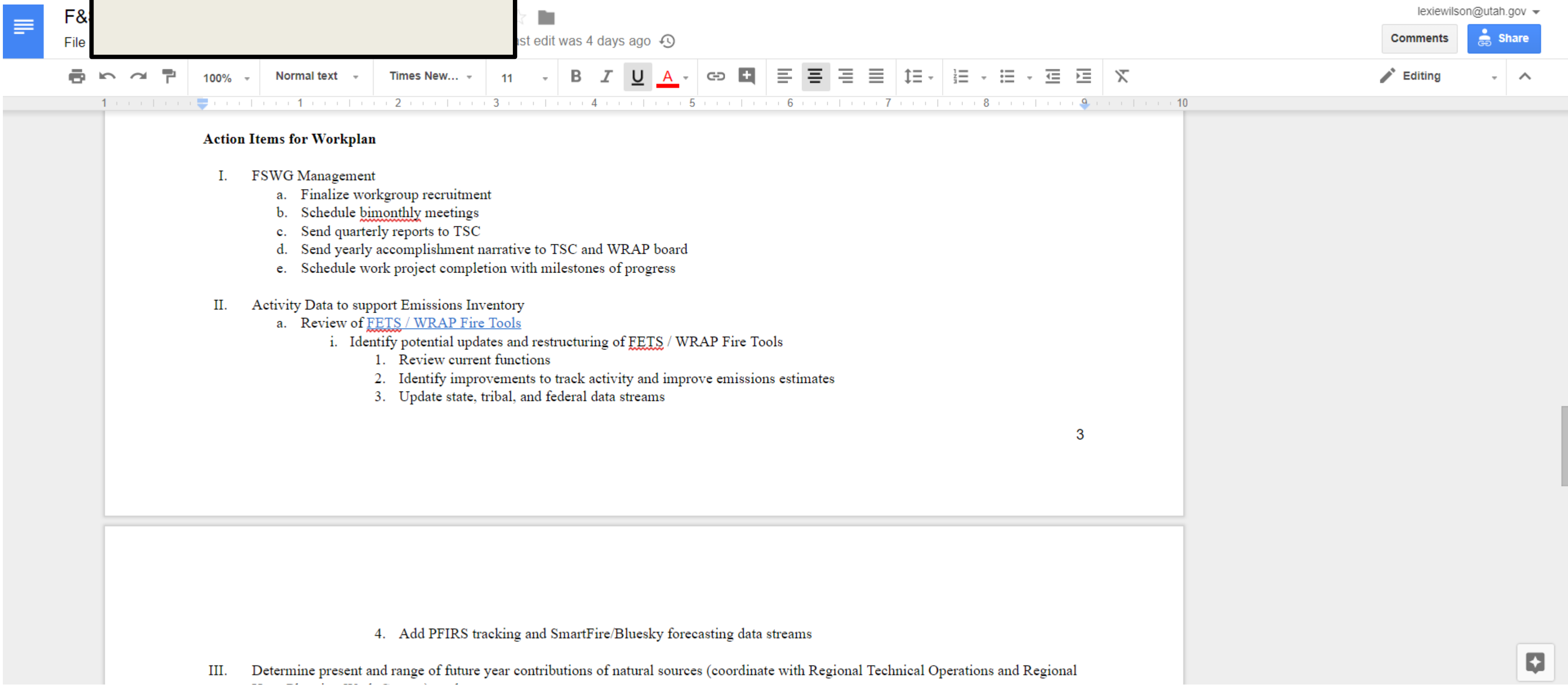
Review your 2017 workplan.

Carry any incomplete tasks over to 2018-19, and add them to the 2018-19 Gantt chart.



Action Items for Workplan

I. FSWG Management
  a. Finalize workgroup recruitment
  b. Schedule bimonthly meetings
  c. Send quarterly reports to TSC
  d. Send yearly accomplishment narrative to TSC and WRAP board
  e. Schedule work project completion with milestones of progress

II. Activity Data to support Emissions Inventory
  a. Review of FETS / WRAP Fire Tools
    i. Identify potential updates and restructuring of FETS / WRAP Fire Tools
      1. Review current functions
      2. Identify improvements to track activity and improve emissions estimates
      3. Update state, tribal, and federal data streams

3

      4. Add PFIRS tracking and SmartFire/Bluesky forecasting data streams

III. Determine present and range of future year contributions of natural sources (coordinate with Regional Technical Operations and Regional

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Master List

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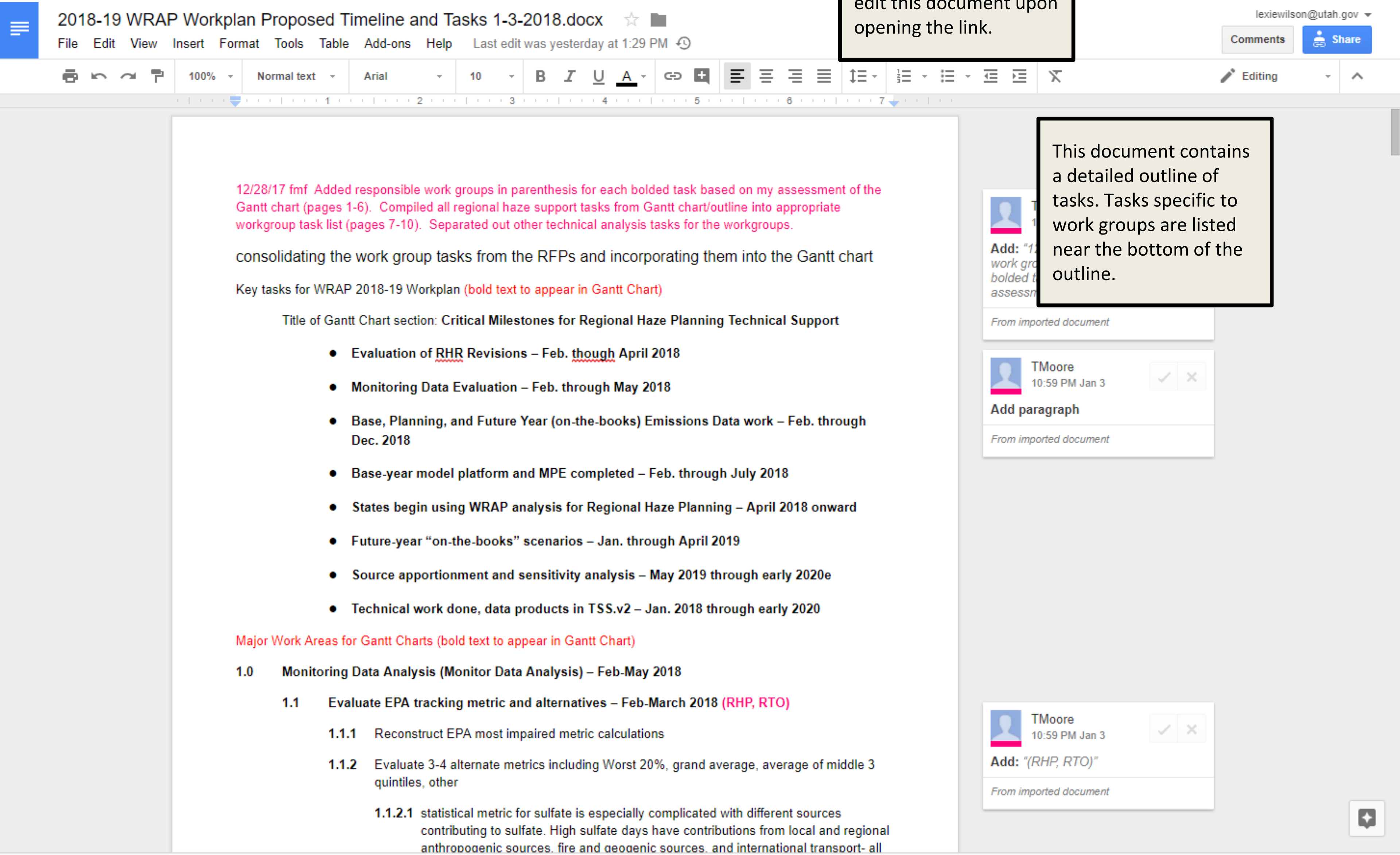
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Editing

12/28/17 fmf Added responsible work groups in parenthesis for each bolded task based on my assessment of the Gantt chart (pages 1-6). Compiled all regional haze support tasks from Gantt chart/outline into appropriate workgroup task list (pages 7-10). Separated out other technical analysis tasks for the workgroups.

consolidating the work group tasks from the RFPs and incorporating them into the Gantt chart

Key tasks for WRAP 2018-19 Workplan (bold text to appear in Gantt Chart)

Title of Gantt Chart section: **Critical Milestones for Regional Haze Planning Technical Support**

- **Evaluation of RHR Revisions – Feb. though April 2018**
- **Monitoring Data Evaluation – Feb. through May 2018**
- **Base, Planning, and Future Year (on-the-books) Emissions Data work – Feb. through Dec. 2018**
- **Base-year model platform and MPE completed – Feb. through July 2018**
- **States begin using WRAP analysis for Regional Haze Planning – April 2018 onward**
- **Future-year "on-the-books" scenarios – Jan. through April 2019**
- **Source apportionment and sensitivity analysis – May 2019 through early 2020e**
- **Technical work done, data products in TSS.v2 – Jan. 2018 through early 2020**

Major Work Areas for Gantt Charts (bold text to appear in Gantt Chart)

1.0 Monitoring Data Analysis (Monitor Data Analysis) – Feb-May 2018

1.1 Evaluate EPA tracking metric and alternatives – Feb-March 2018 (RHP, RTO)

1.1.1 Reconstruct EPA most impaired metric calculations

1.1.2 Evaluate 3-4 alternate metrics including Worst 20%, grand average, average of middle 3 quintiles, other

1.1.2.1 statistical metric for sulfate is especially complicated with different sources contributing to sulfate. High sulfate days have contributions from local and regional anthropogenic sources, fire and geogenic sources, and international transport- all

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This document contains a detailed outline of tasks. Tasks specific to work groups are listed near the bottom of the outline.

1. Edit 2017 Appendix
2. Workplan Outline
3. Gantt Chart

Master List

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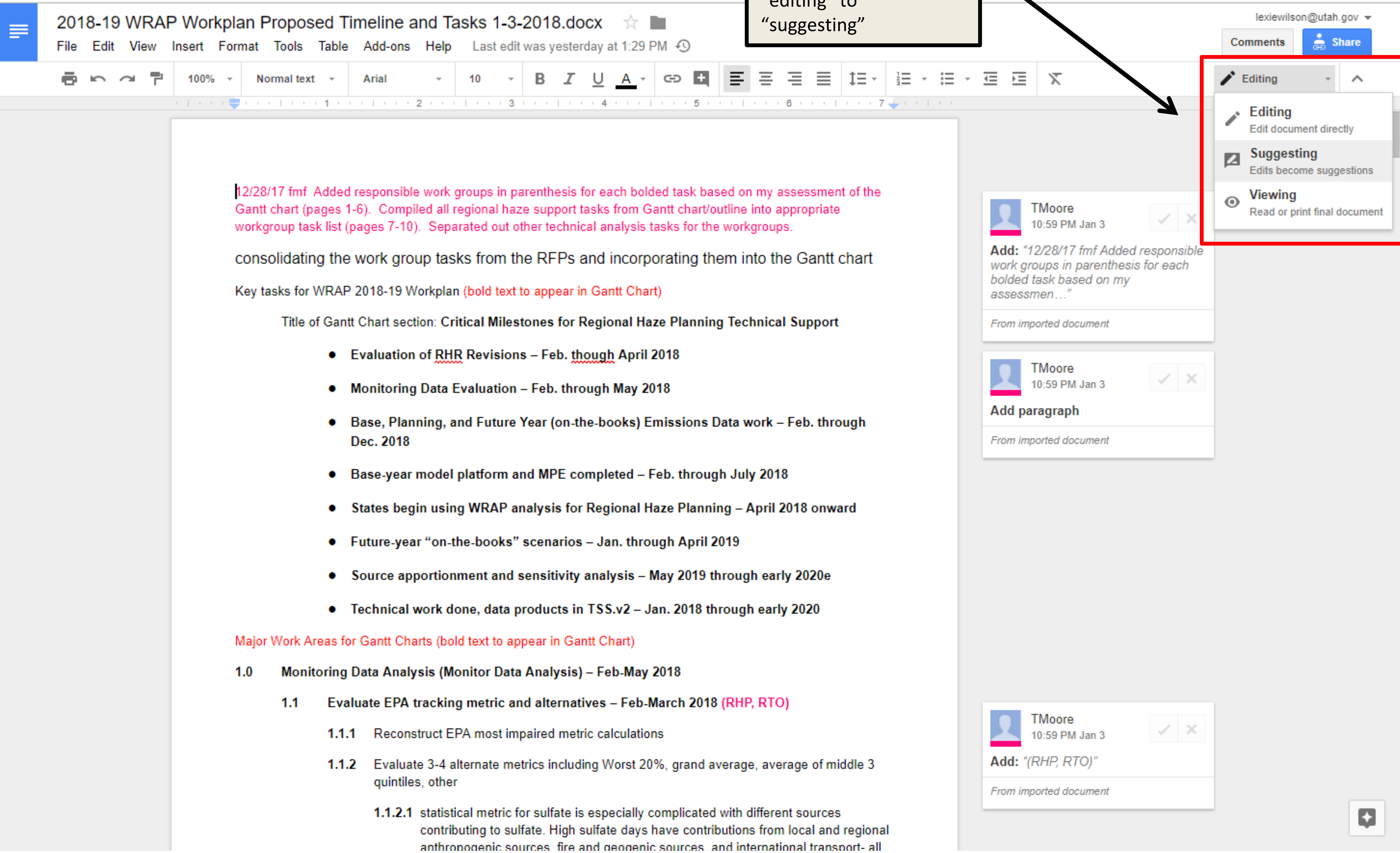
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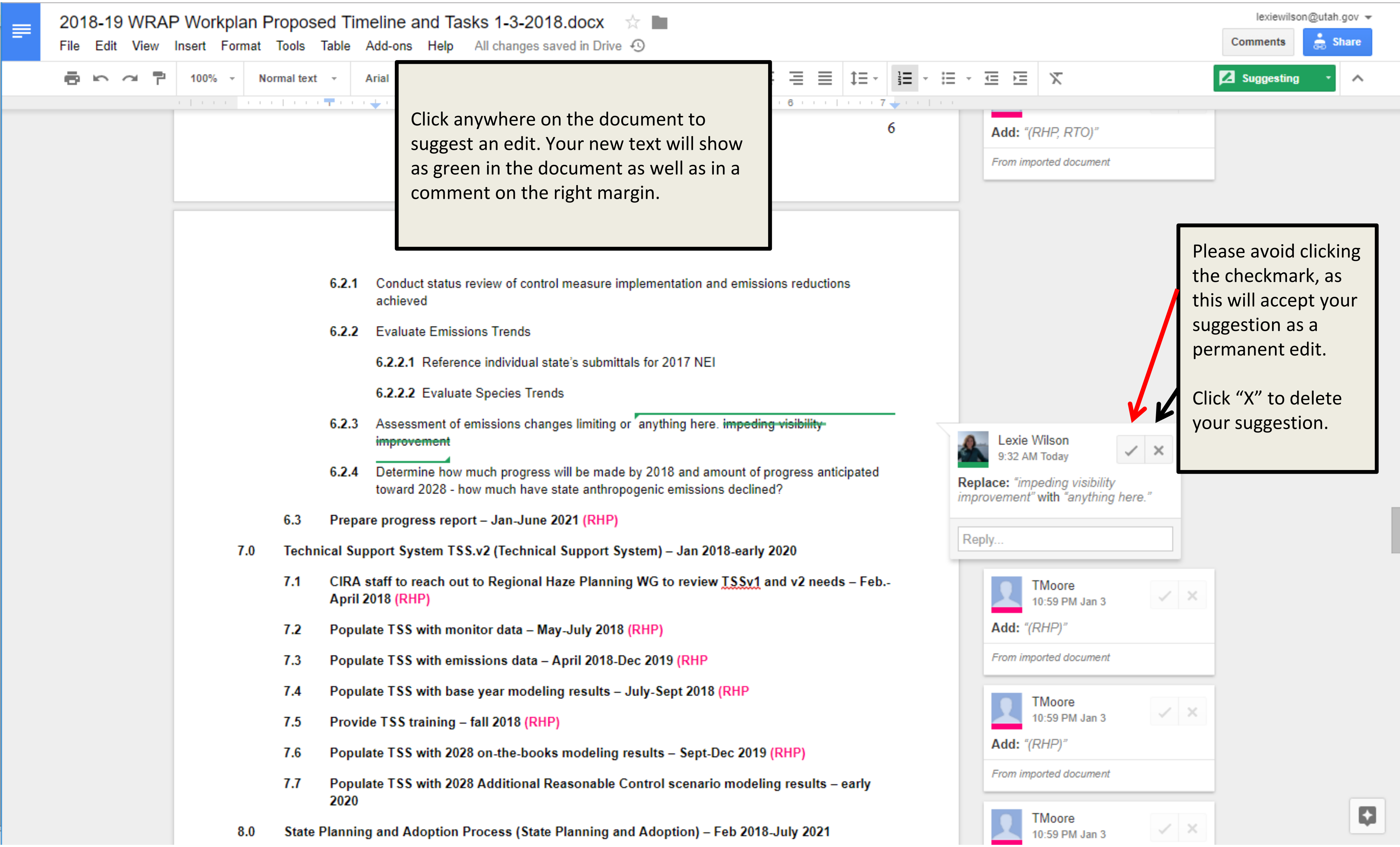
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6.2.1 Conduct status review of control measure implementation and emissions reductions achieved

6.2.2 Evaluate Emissions Trends

6.2.2.1 Reference individual state's submittals for 2017 NEI

6.2.2.2 Evaluate Species Trends

6.2.3 Assessment of emissions changes limiting or anything here. ~~impeding visibility improvement~~

6.2.4 Determine how much progress will be made by 2018 and amount of progress anticipated toward 2028 - how much have state anthropogenic emissions declined?

6.3 Prepare progress report – Jan-June 2021 (RHP)

7.0 Technical Support System TSS.v2 (Technical Support System) – Jan 2018-early 2020

7.1 CIRA staff to reach out to Regional Haze Planning WG to review TSSv1 and v2 needs – Feb.-April 2018 (RHP)

7.2 Populate TSS with monitor data – May-July 2018 (RHP)

7.3 Populate TSS with emissions data – April 2018-Dec 2019 (RHP

7.4 Populate TSS with base year modeling results – July-Sept 2018 (RHP

7.5 Provide TSS training – fall 2018 (RHP)

7.6 Populate TSS with 2028 on-the-books modeling results – Sept-Dec 2019 (RHP)

7.7 Populate TSS with 2028 Additional Reasonable Control scenario modeling results – early 2020

8.0 State Planning and Adoption Process (State Planning and Adoption) – Feb 2018-July 2021

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Lexie Wilson
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1. Edit 2017 Appendix

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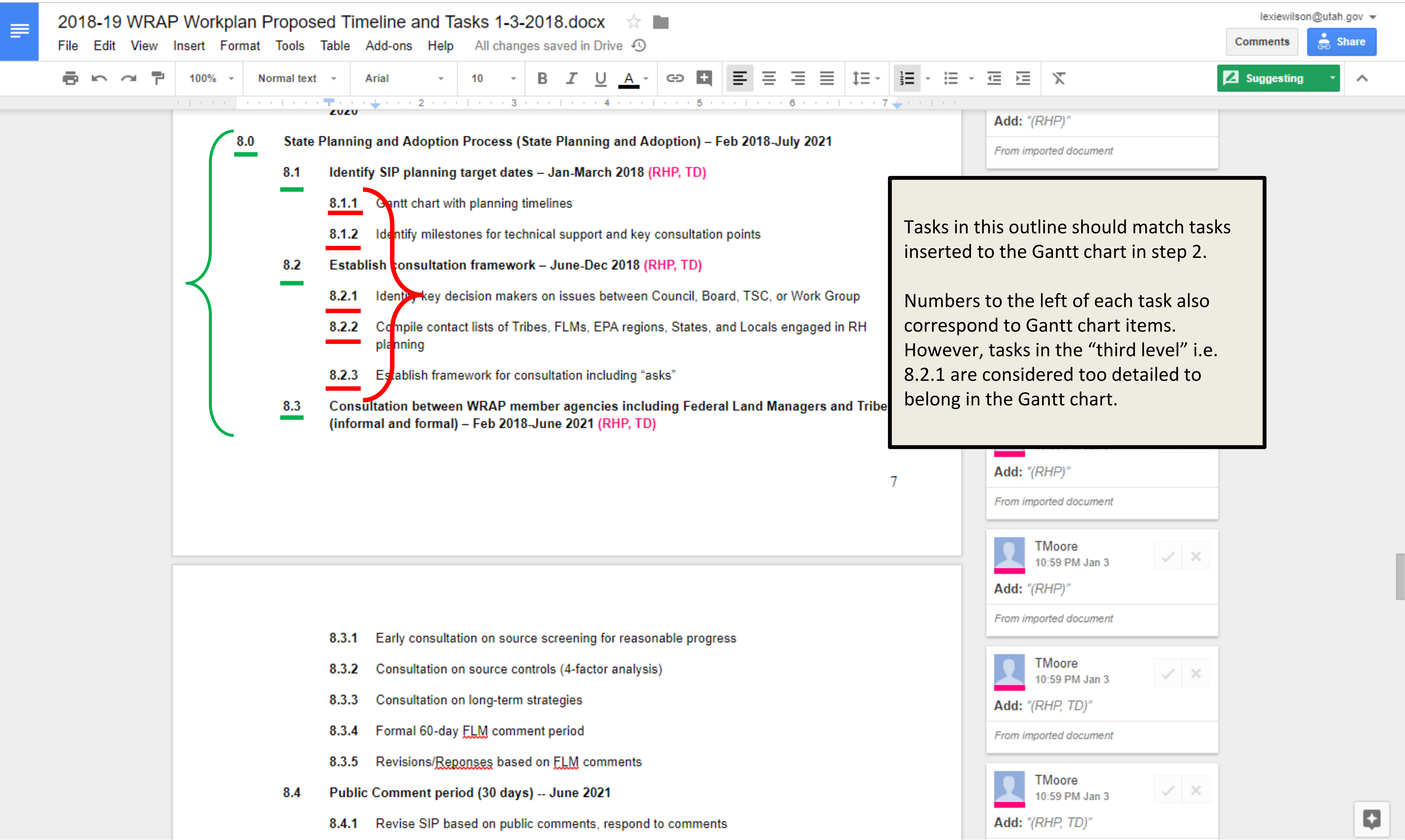
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8.0 State Planning and Adoption Process (State Planning and Adoption) – Feb 2018-July 2021

8.1 Identify SIP planning target dates – Jan-March 2018 (RHP, TD)

8.1.1 Gantt chart with planning timelines

8.1.2 Identify milestones for technical support and key consultation points

8.2 Establish consultation framework – June-Dec 2018 (RHP, TD)

8.2.1 Identify key decision makers on issues between Council, Board, TSC, or Work Group

8.2.2 Compile contact lists of Tribes, FLMs, EPA regions, States, and Locals engaged in RH planning

8.2.3 Establish framework for consultation including "asks"

8.3 Consultation between WRAP member agencies including Federal Land Managers and Tribe (informal and formal) – Feb 2018-June 2021 (RHP, TD)

7

8.3.1 Early consultation on source screening for reasonable progress

8.3.2 Consultation on source controls (4-factor analysis)

8.3.3 Consultation on long-term strategies

8.3.4 Formal 60-day FLM comment period

8.3.5 Revisions/Reponses based on FLM comments

8.4 Public Comment period (30 days) -- June 2021

8.4.1 Revise SIP based on public comments, respond to comments

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Tasks in this outline should match tasks inserted to the Gantt chart in step 2.

Numbers to the left of each task also correspond to Gantt chart items. However, tasks in the "third level" i.e. 8.2.1 are considered too detailed to belong in the Gantt chart.

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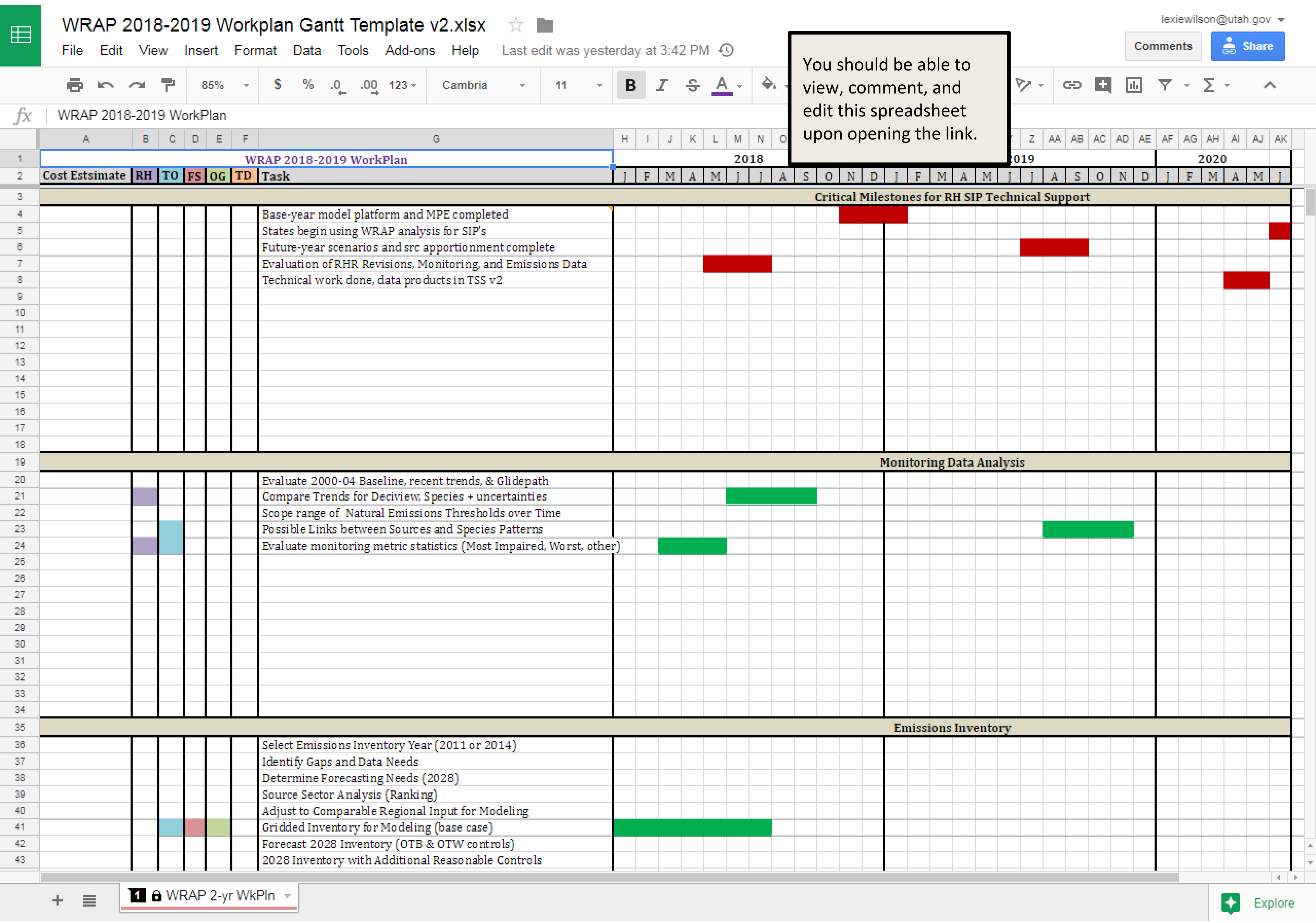
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						Base-year model platform and MPE completed											🟥	🟥	🟥																	
						States begin using WRAP analysis for SIP's																														🟥
						Future-year scenarios and src apportionment complete																			🟥	🟥	🟥									
						Evaluation of RHR Revisions, Monitoring, and Emissions Data					🟥	🟥	🟥																							
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						Forecast 2028 Inventory (OTB & OTW controls)																														
						2028 Inventory with Additional Reasonable Controls																														

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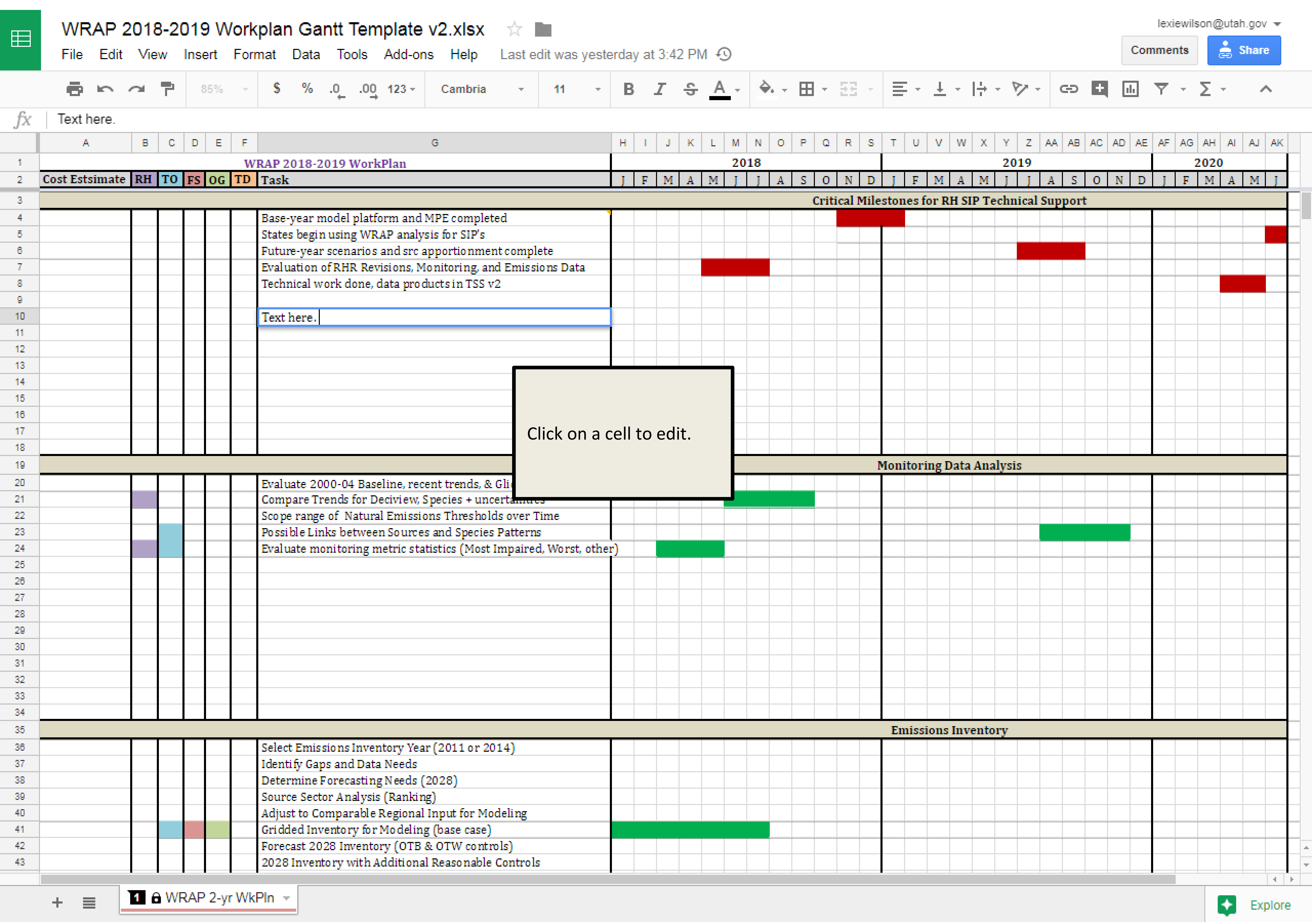
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WRAP 2018-2019 WorkPlan

Cost Estsimate	RH	TO	FS	OG	TD	Task
						Critical Milestones for RH SIP Technical Support
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						2028 Inventory with Additional Reasonable Controls

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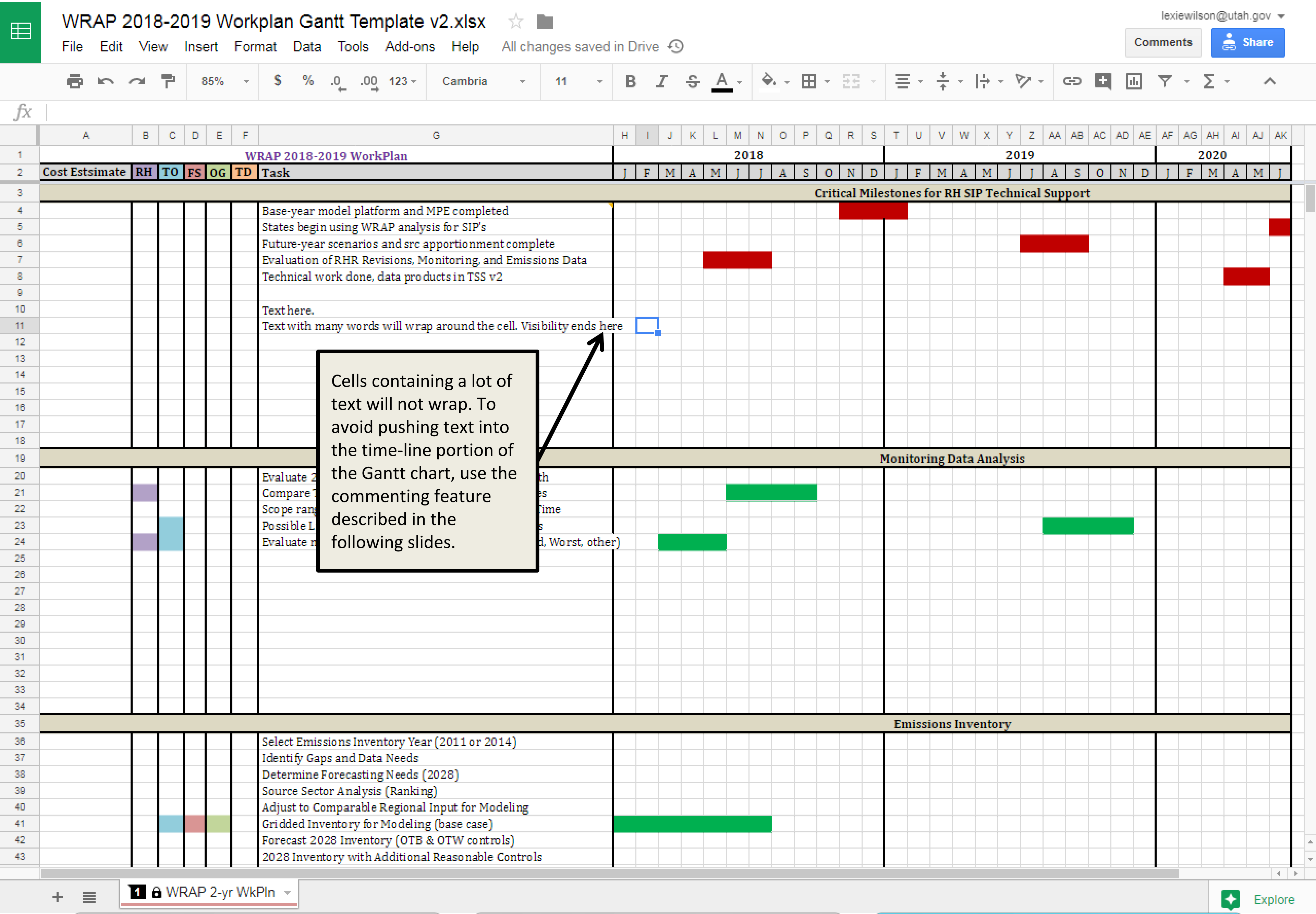
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WRAP 2018-2019 WorkPlan

Cost Estsimate	RH	TO	FS	OG	TD	Task	2018	2019	2020

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Monitoring Data Analysis

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Emissions Inventory

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Cells containing a lot of text will not wrap. To avoid pushing text into the time-line portion of the Gantt chart, use the commenting feature described in the following slides.

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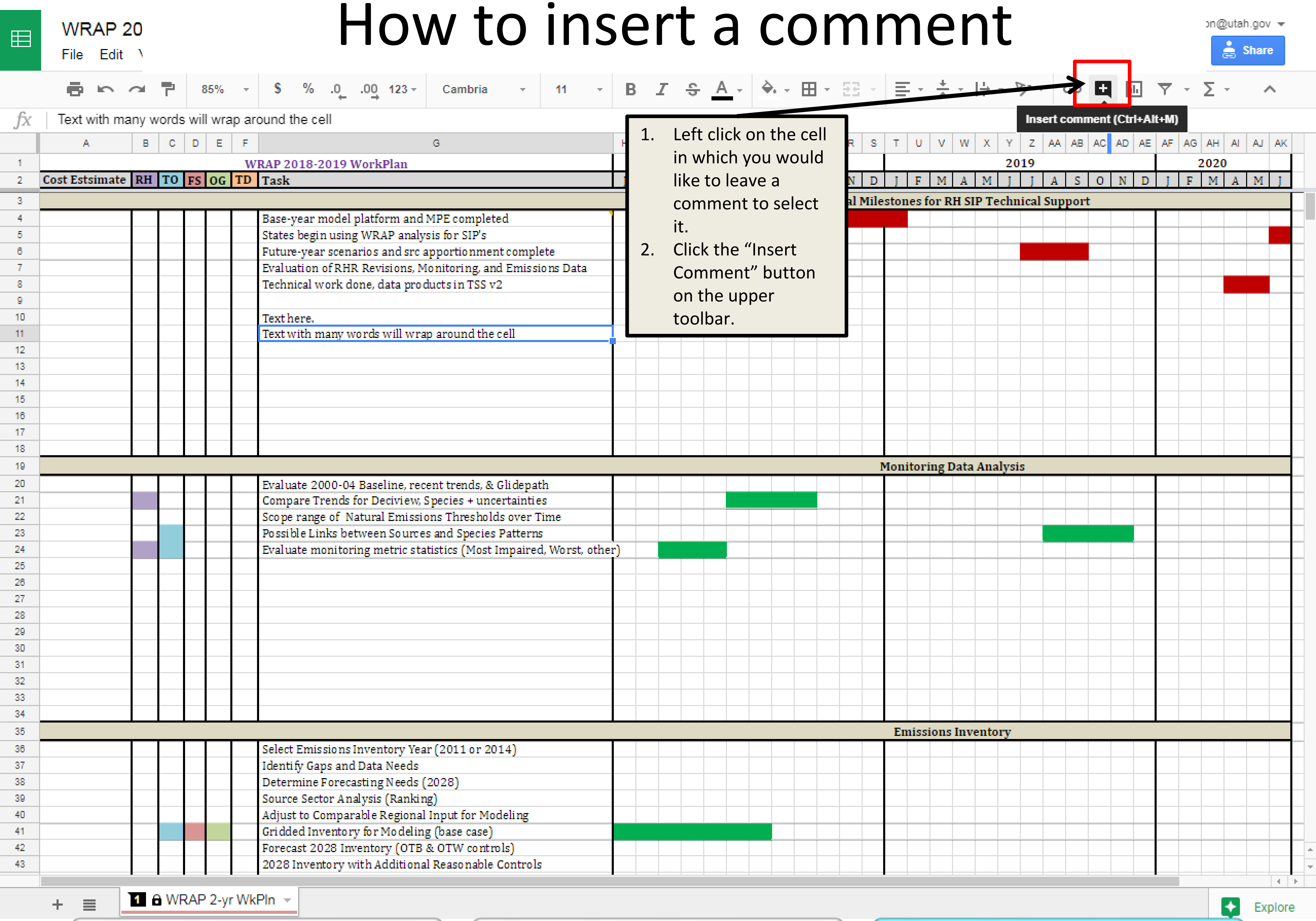
How to insert a comment



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WRAP 2018-2019 WorkPlan

Cost Estsimate	RH	TO	FS	OG	TD	Task

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2028 Inventory with Additional Reasonable Controls

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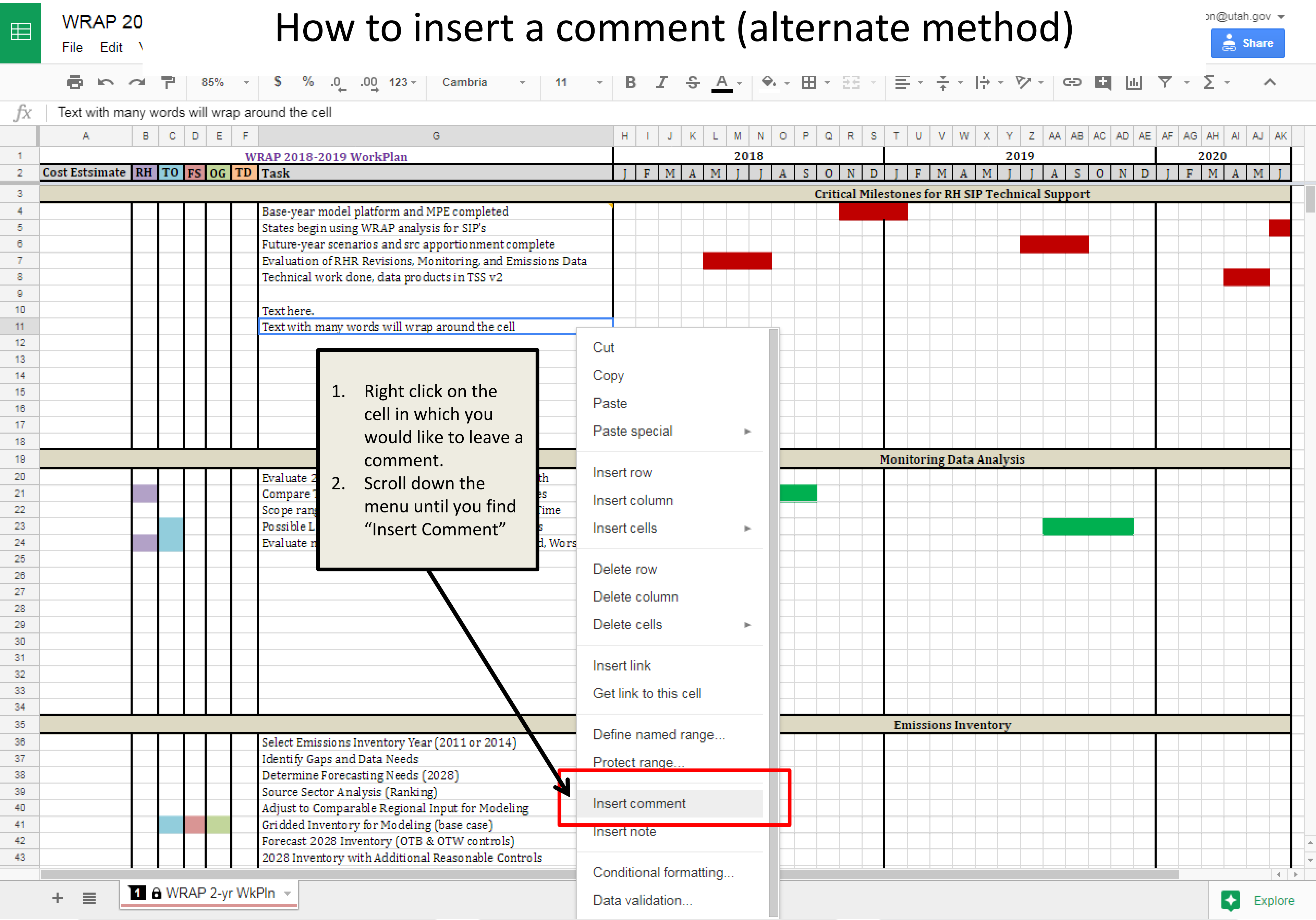
2. Click the “Insert Comment” button on the upper toolbar.

How to insert a comment (alternate method)



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WRAP 2018-2019 WorkPlan

Cost Estsimate | RH | TO | FS | OG | TD | Task

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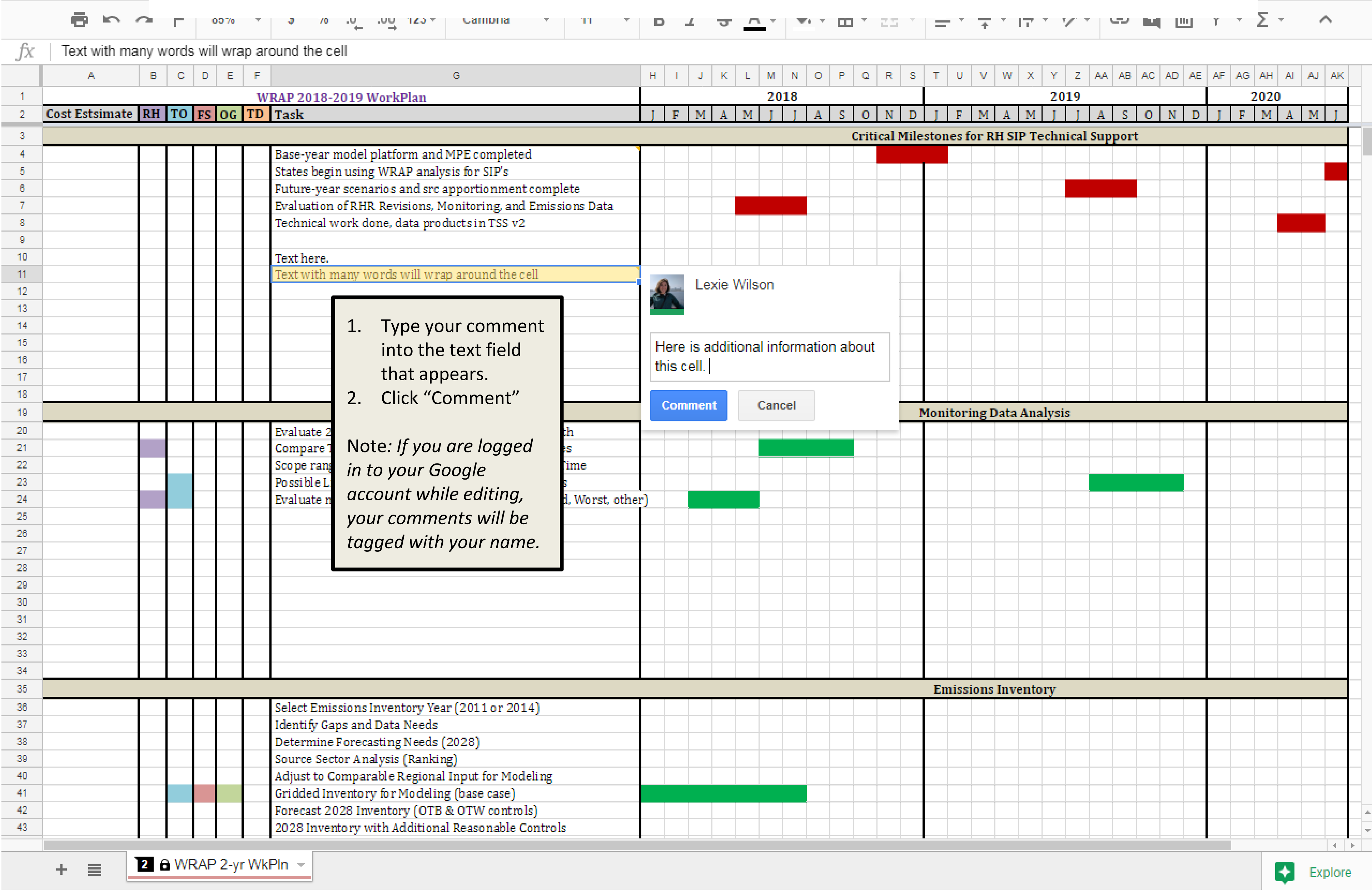
1. Edit 2017 Appendix | 2. Workplan Outline | 3. Gantt Chart

How to insert a comment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WRAP 2018-2019 WorkPlan

Cost Estsimate	RH	TO	FS	OG	TD	Task	2018	2019	2020
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Monitoring Data Analysis

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Emissions Inventory

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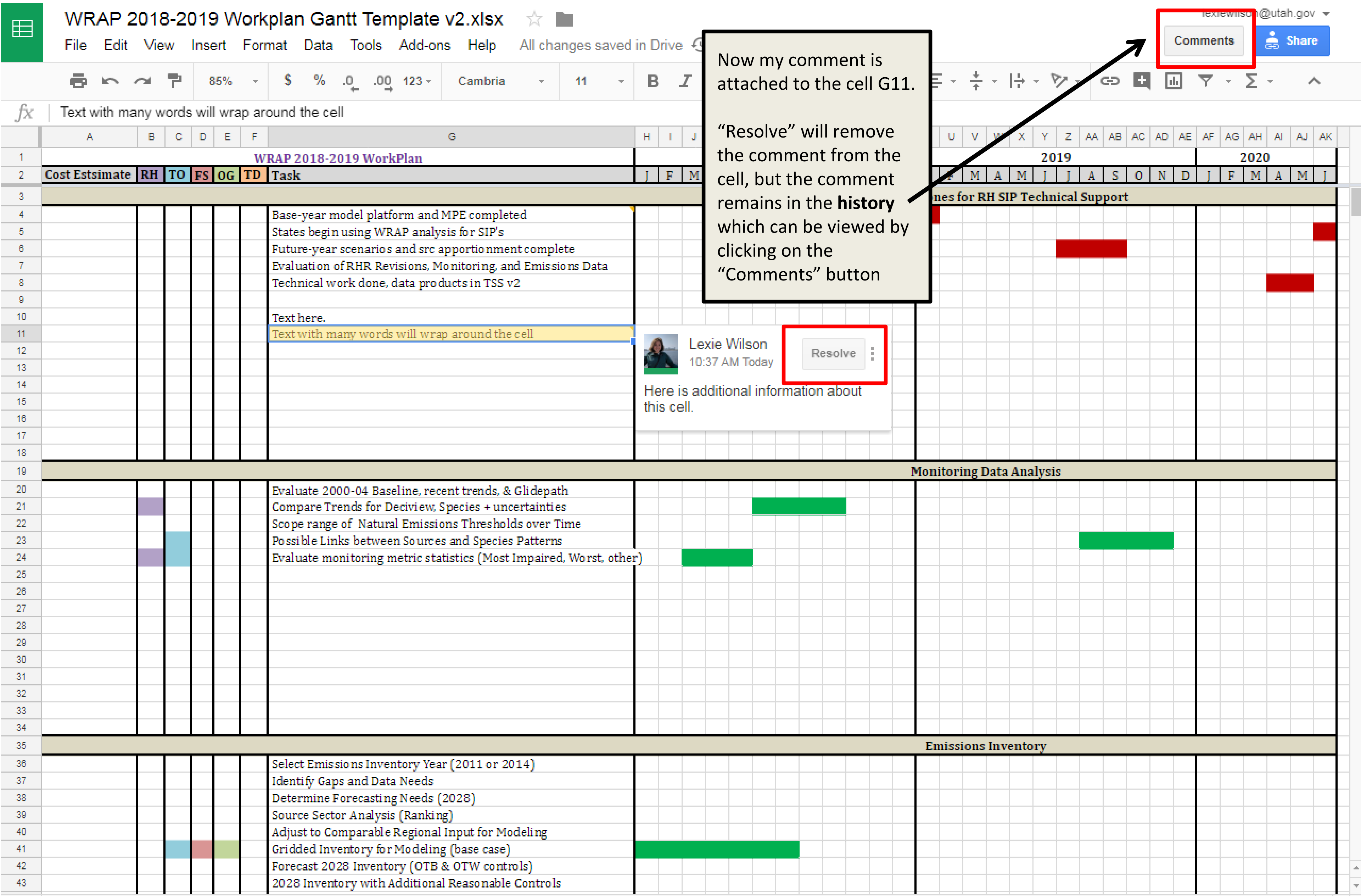
Identify Gaps and Data Needs
Determine Forecasting Needs (2028)
Source Sector Analysis (Ranking)
Adjust to Comparable Regional Input for Modeling
Gridded Inventory for Modeling (base case)
Forecast 2028 Inventory (OTB & OTW controls)
2028 Inventory with Additional Reasonable Controls

1. Type your comment into the text field that appears.
2. Click "Comment"

Note: *If you are logged in to your Google account while editing, your comments will be tagged with your name.*

1. Edit 2017 Appendix | 2. Workplan Outline | 3. Gantt Chart

How to insert a comment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WRAP 2018-2019 WorkPlan

Cost Estsimate	RH	TO	FS	OG	TD	Task
						Base-year model platform and MPE completed
						States begin using WRAP analysis for SIP's
						Future-year scenarios and src apportionment complete
						Evaluation of RHR Revisions, Monitoring, and Emissions Data
						Technical work done, data products in TSS v2
						Text here.
						Text with many words will wrap around the cell
						Monitoring Data Analysis
						Evaluate 2000-04 Baseline, recent trends, & Glidepath
						Compare Trends for Deciview, Species + uncertainties
						Scope range of Natural Emissions Thresholds over Time
						Possible Links between Sources and Species Patterns
						Evaluate monitoring metric statistics (Most Impaired, Worst, other)
						Emissions Inventory
						Select Emissions Inventory Year (2011 or 2014)
						Identify Gaps and Data Needs
						Determine Forecasting Needs (2028)
						Source Sector Analysis (Ranking)
						Adjust to Comparable Regional Input for Modeling
						Gridded Inventory for Modeling (base case)
						Forecast 2028 Inventory (OTB & OTW controls)
						2028 Inventory with Additional Reasonable Controls

…nes for RH SIP Technical Support

2019

2020

Lexie Wilson
10:37 AM Today

Here is additional information about this cell.

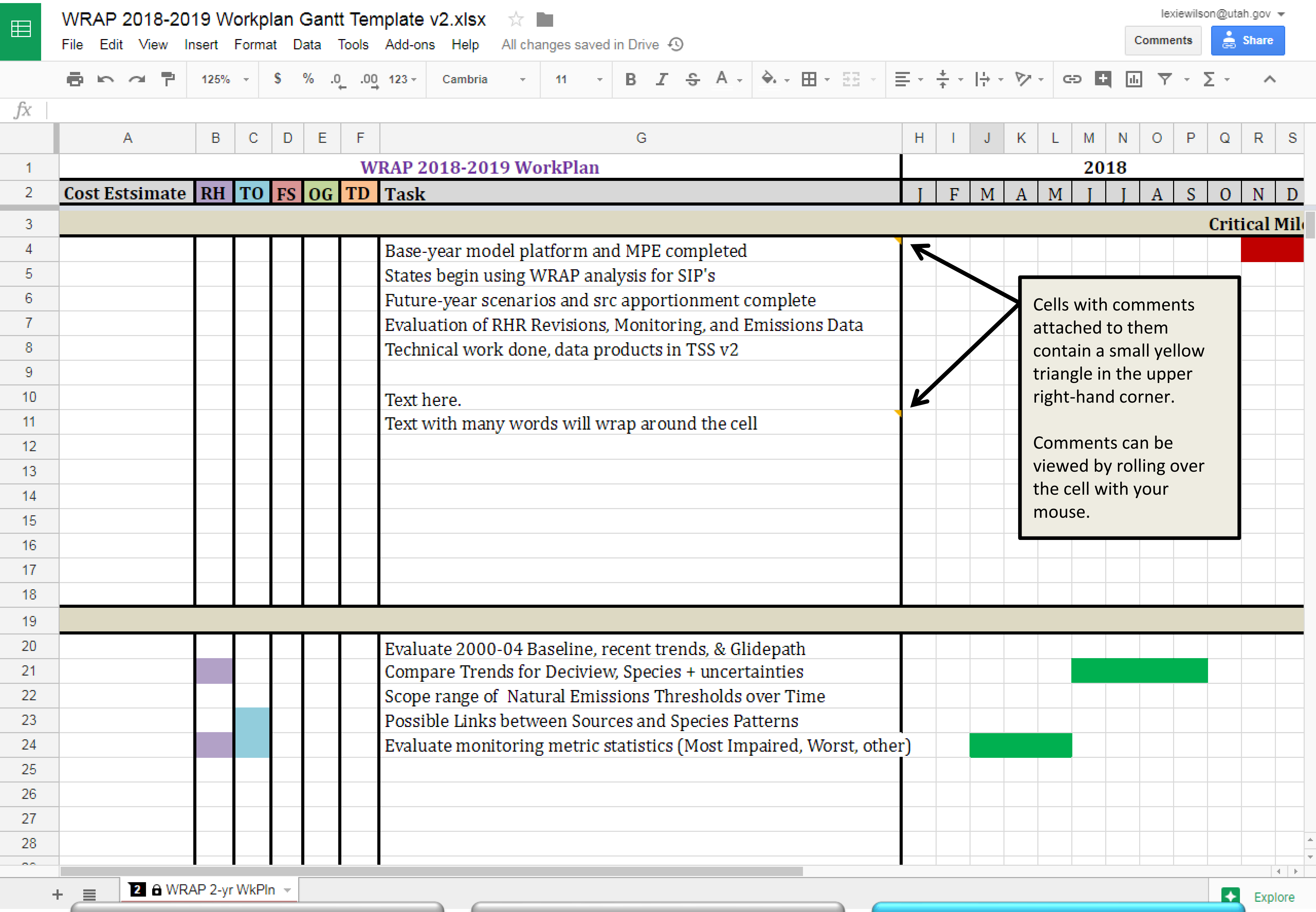
Now my comment is attached to the cell G11.

"Resolve" will remove the comment from the cell, but the comment remains in the **history** which can be viewed by clicking on the "Comments" button

1. Edit 2017 Appendix

2. Workplan Outline

3. Gantt Chart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WRAP 2-yr WkPln
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							2018											
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Critical Mil																		
						Base-year model platform and MPE completed											🟥	🟥
						States begin using WRAP analysis for SIP's												
						Future-year scenarios and src apportionment complete												
						Evaluation of RHR Revisions, Monitoring, and Emissions Data												
						Technical work done, data products in TSS v2												
						Text here.												
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						Evaluate 2000-04 Baseline, recent trends, & Glidepath												
	▨					Compare Trends for Deciview, Species + uncertainties						🟩	🟩	🟩	🟩			
						Scope range of Natural Emissions Thresholds over Time												
		▨				Possible Links between Sources and Species Patterns												
	▨	▨				Evaluate monitoring metric statistics (Most Impaired, Worst, other)			🟩	🟩	🟩							

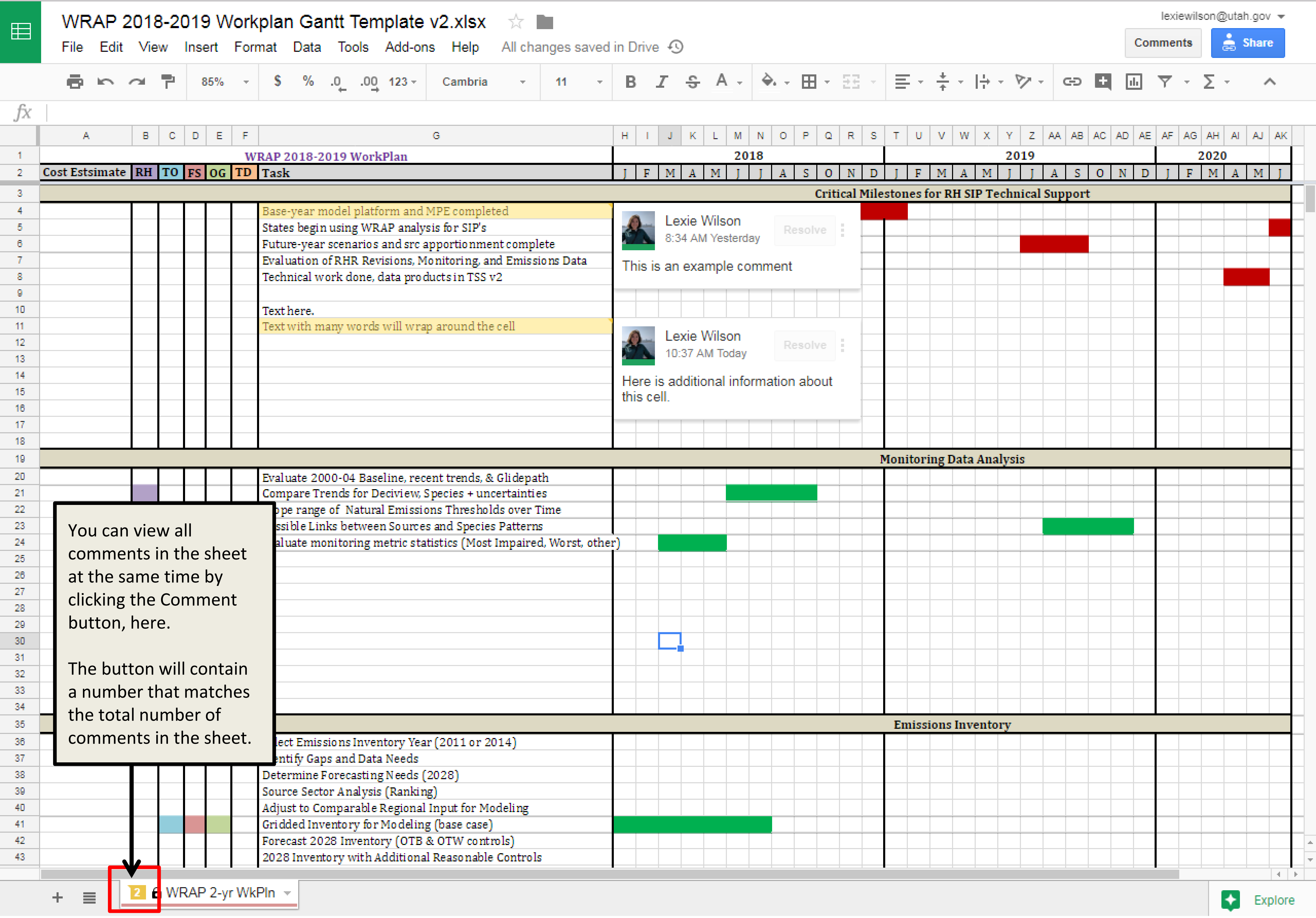
Cells with comments attached to them contain a small yellow triangle in the upper right-hand corner.

Comments can be viewed by rolling over the cell with your mouse.

1. Edit 2017 Appendix

2. Workplan Outline

3. Gantt Chart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WRAP 2-yr WkPln
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WRAP 2018-2019 WorkPlan

Cost Estsimate	RH	TO	FS	OG	TD	Task
						Critical Milestones for RH SIP Technical Support
						Base-year model platform and MPE completed
						States begin using WRAP analysis for SIP's
						Future-year scenarios and src apportionment complete
						Evaluation of RHR Revisions, Monitoring, and Emissions Data
						Technical work done, data products in TSS v2
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						Monitoring Data Analysis
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						Compare Trends for Deciview, Species + uncertainties
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						aluate monitoring metric statistics (Most Impaired, Worst, other)
						Emissions Inventory
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						ntify Gaps and Data Needs
						Determine Forecasting Needs (2028)
						Source Sector Analysis (Ranking)
						Adjust to Comparable Regional Input for Modeling
						Gridded Inventory for Modeling (base case)
						Forecast 2028 Inventory (OTB & OTW controls)
						2028 Inventory with Additional Reasonable Controls

2018 2019 2020

Lexie Wilson
8:34 AM Yesterday
This is an example comment

Lexie Wilson
10:37 AM Today
Here is additional information about this cell.

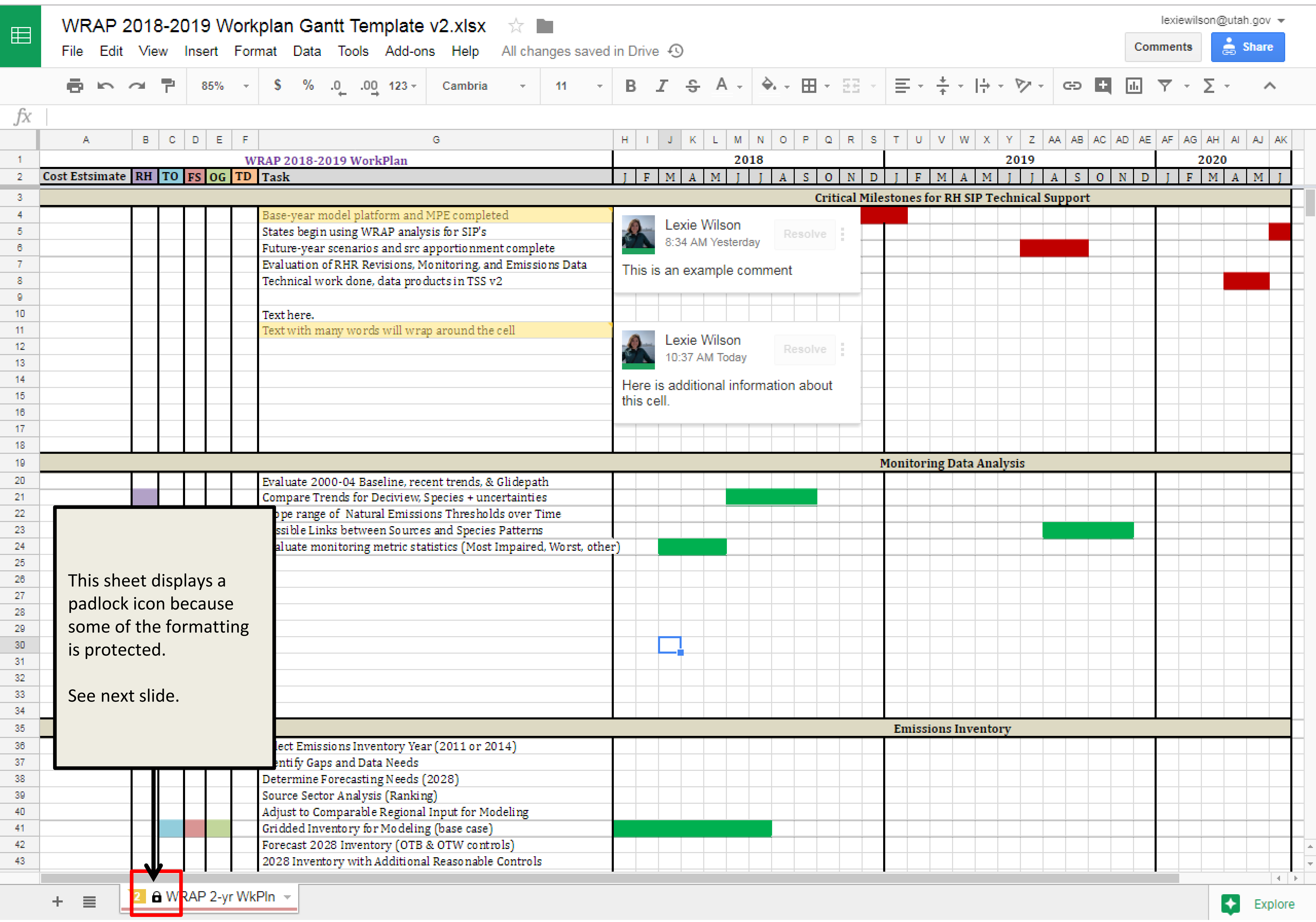
You can view all comments in the sheet at the same time by clicking the Comment button, here.

The button will contain a number that matches the total number of comments in the sheet.

1. Edit 2017 Appendix

2. Workplan Outline

3. Gantt Chart



WRAP 2018-2019 Workplan Gantt Template v2.xlsx

WRAP 2018-2019 WorkPlan

Cost Estsimate	RH	TO	FS	OG	TD	Task

2018 | 2019 | 2020

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Critical Milestones for RH SIP Technical Support

Base-year model platform and MPE completed
States begin using WRAP analysis for SIP's
Future-year scenarios and src apportionment complete
Evaluation of RHR Revisions, Monitoring, and Emissions Data
Technical work done, data products in TSS v2

Text here.
Text with many words will wrap around the cell

Lexie Wilson
8:34 AM Yesterday
Resolve
This is an example comment

Lexie Wilson
10:37 AM Today
Resolve
Here is additional information about this cell.

Monitoring Data Analysis

Evaluate 2000-04 Baseline, recent trends, & Glidepath
Compare Trends for Deciview, Species + uncertainties
…pe range of Natural Emissions Thresholds over Time
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Determine Forecasting Needs (2028)
Source Sector Analysis (Ranking)
Adjust to Comparable Regional Input for Modeling
Gridded Inventory for Modeling (base case)
Forecast 2028 Inventory (OTB & OTW controls)
2028 Inventory with Additional Reasonable Controls

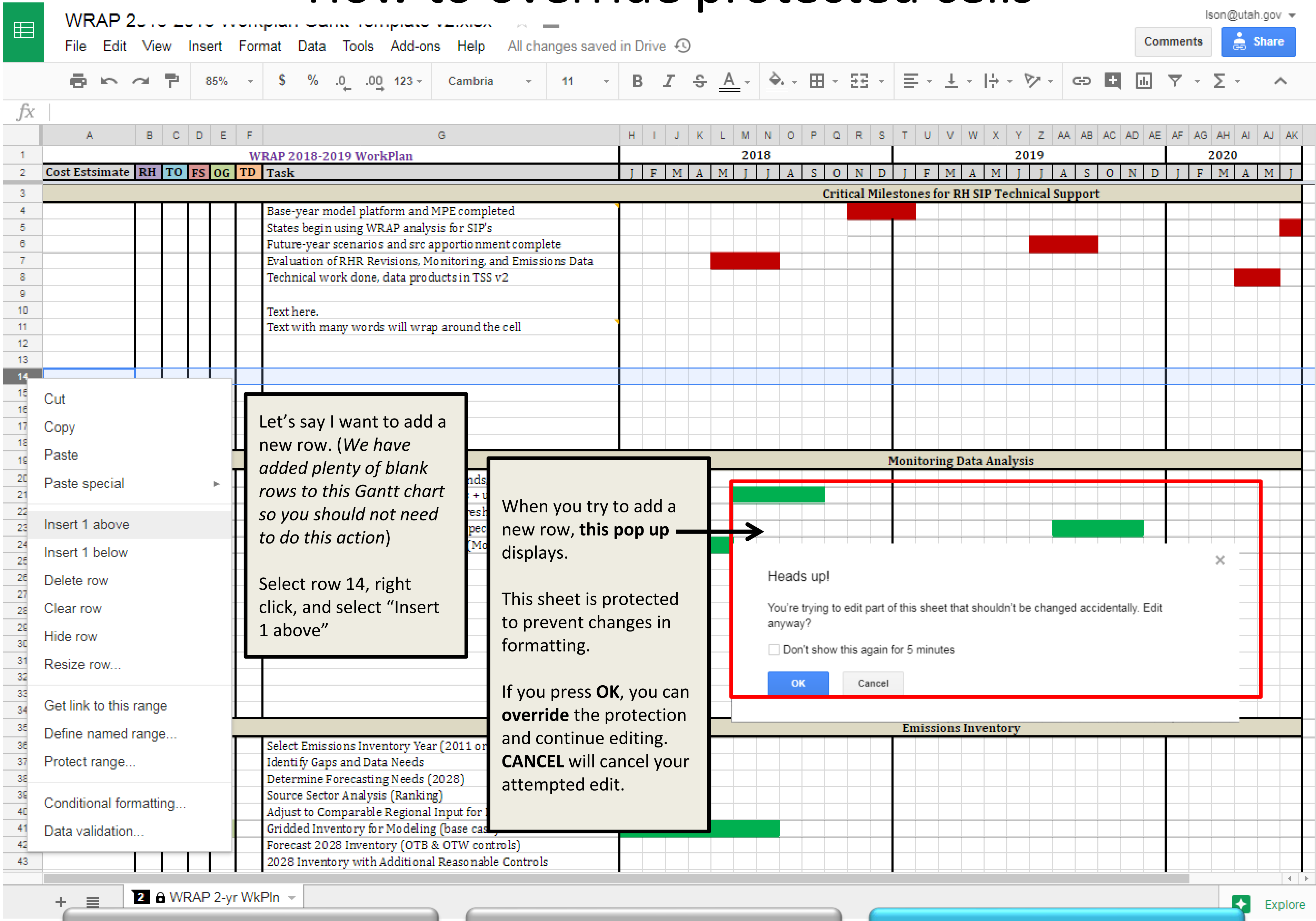
2 🔒 WRAP 2-yr WkPln

This sheet displays a padlock icon because some of the formatting is protected.

See next slide.

1. Edit 2017 Appendix | 2. Workplan Outline | 3. Gantt Chart

How to override protected cells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Critical Milestones for RH SIP Technical Support
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Data validation...
WRAP 2-yr WkPln
Explore

Base-year model platform and MPE completed
States begin using WRAP analysis for SIP's
Future-year scenarios and src apportionment complete
Evaluation of RHR Revisions, Monitoring, and Emissions Data
Technical work done, data products in TSS v2

Text here.
Text with many words will wrap around the cell

Select Emissions Inventory Year (2011 or
Identify Gaps and Data Needs
Determine Forecasting Needs (2028)
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Adjust to Comparable Regional Input for
Gridded Inventory for Modeling (base cas
Forecast 2028 Inventory (OTB & OTW controls)
2028 Inventory with Additional Reasonable Controls

Let's say I want to add a new row. (*We have added plenty of blank rows to this Gantt chart so you should not need to do this action*)

Select row 14, right click, and select "Insert 1 above"

When you try to add a new row, **this pop up** displays.

This sheet is protected to prevent changes in formatting.

If you press **OK**, you can **override** the protection and continue editing. **CANCEL** will cancel your attempted edit.

Heads up!

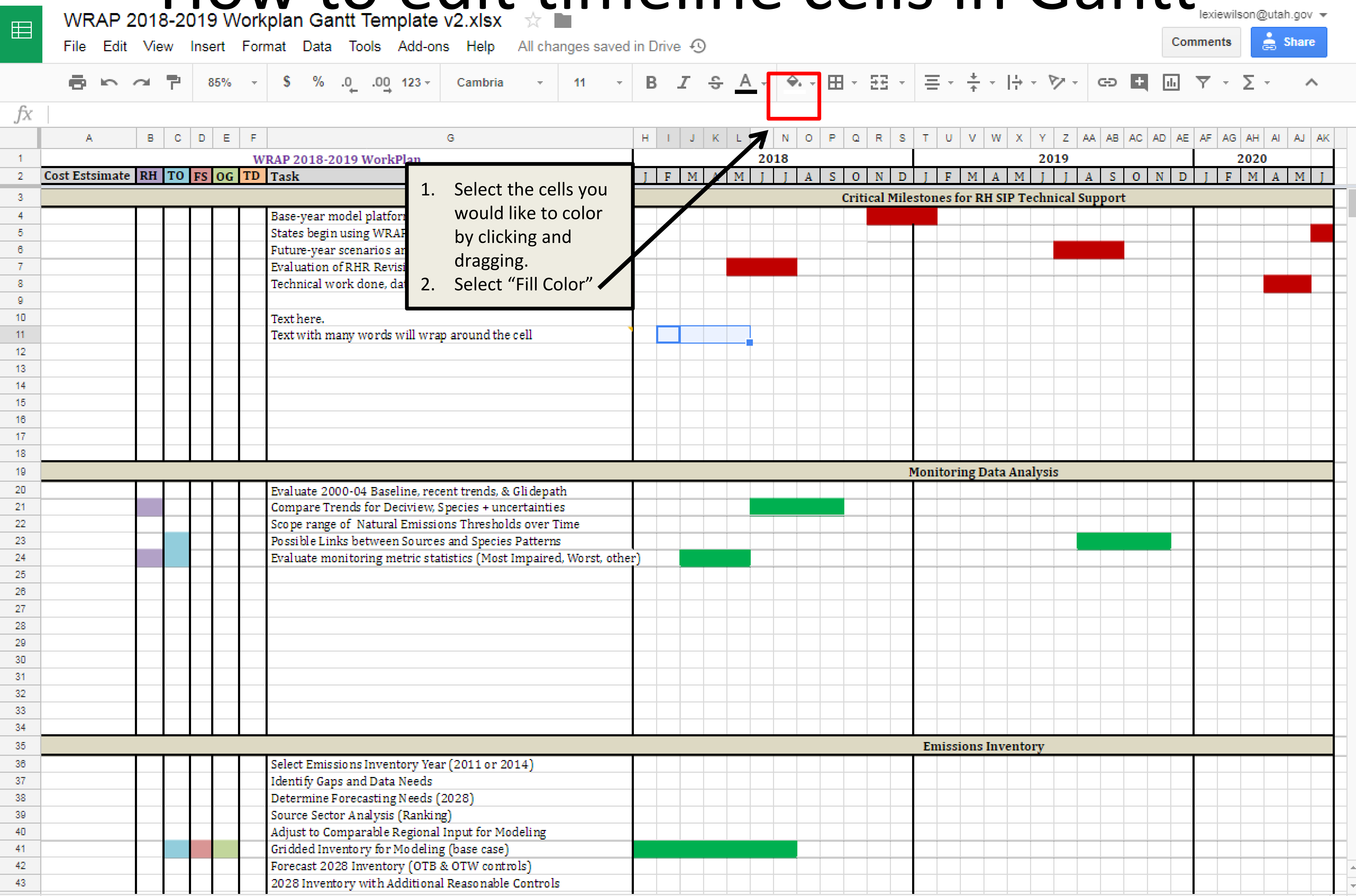
You're trying to edit part of this sheet that shouldn't be changed accidentally. Edit anyway?

☐ Don't show this again for 5 minutes

OK Cancel

1. Edit 2017 Appendix
2. Workplan Outline
3. Gantt Chart

How to edit timeline cells in Gantt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Explore

WRAP 2018-2019 WorkPlan

Cost Estsimate | RH | TO | FS | OG | TD | Task

2018 · 2019 · 2020

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Critical Milestones for RH SIP Technical Support

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Monitoring Data Analysis

Evaluate 2000-04 Baseline, recent trends, & Glidepath
Compare Trends for Deciview, Species + uncertainties
Scope range of Natural Emissions Thresholds over Time
Possible Links between Sources and Species Patterns
Evaluate monitoring metric statistics (Most Impaired, Worst, other)

Emissions Inventory

Select Emissions Inventory Year (2011 or 2014)
Identify Gaps and Data Needs
Determine Forecasting Needs (2028)
Source Sector Analysis (Ranking)
Adjust to Comparable Regional Input for Modeling
Gridded Inventory for Modeling (base case)
Forecast 2028 Inventory (OTB & OTW controls)
2028 Inventory with Additional Reasonable Controls

1. Select the cells you would like to color by clicking and dragging.
2. Select “Fill Color”

1. Edit 2017 Appendix

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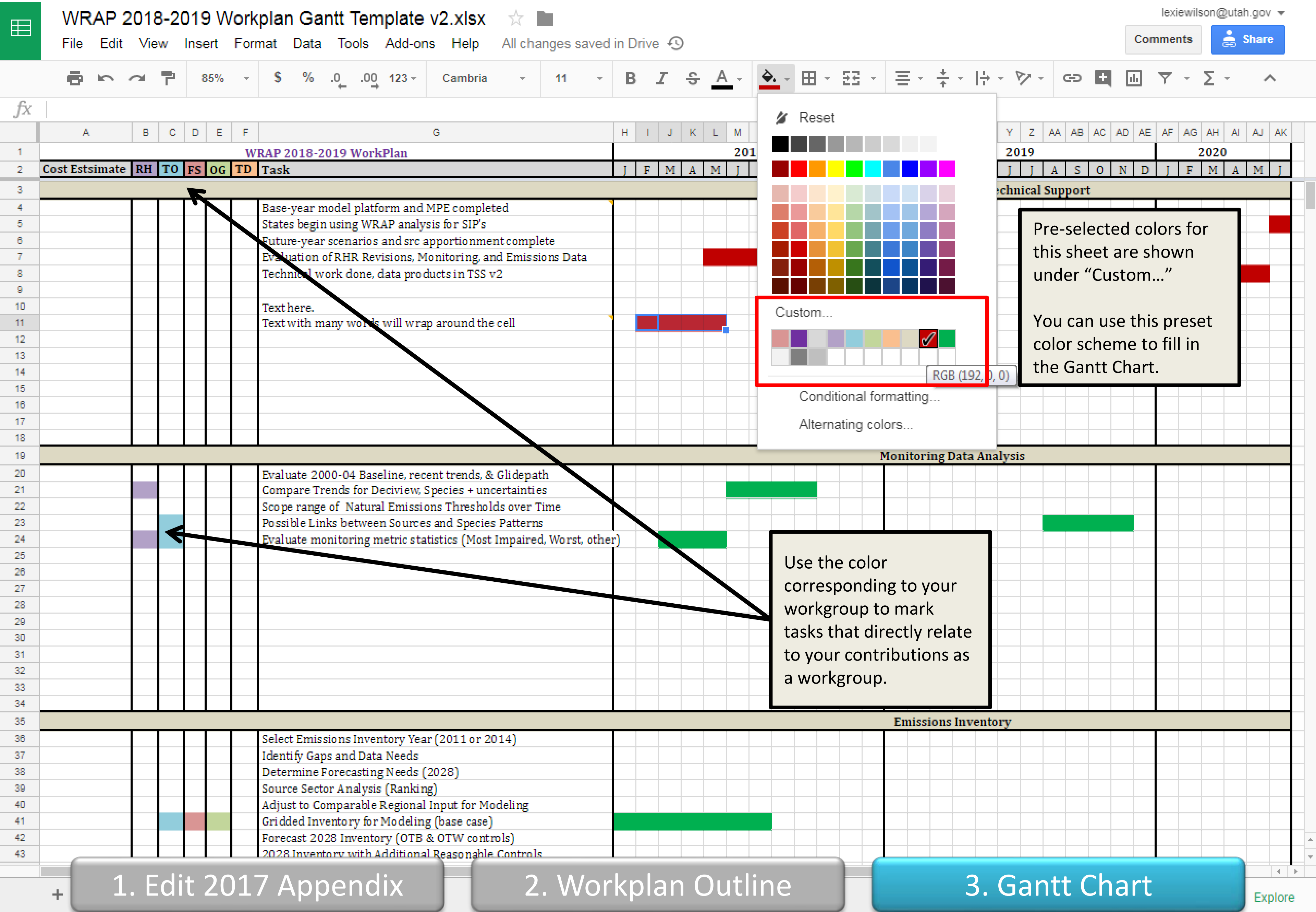
How to edit timeline cells in Gantt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Emissions Inventory
Explore

Base-year model platform and MPE completed
States begin using WRAP analysis for SIP's
Future-year scenarios and src apportionment complete
Evaluation of RHR Revisions, Monitoring, and Emissions Data
Technical work done, data products in TSS v2

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Evaluate 2000-04 Baseline, recent trends, & Glidepath
Compare Trends for Deciview, Species + uncertainties
Scope range of Natural Emissions Thresholds over Time
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Source Sector Analysis (Ranking)
Adjust to Comparable Regional Input for Modeling
Gridded Inventory for Modeling (base case)
Forecast 2028 Inventory (OTB & OTW controls)
2028 Inventory with Additional Reasonable Controls

Pre-selected colors for this sheet are shown under “Custom...”

You can use this preset color scheme to fill in the Gantt Chart.

Use the color corresponding to your workgroup to mark tasks that directly relate to your contributions as a workgroup.

1. Edit 2017 Appendix

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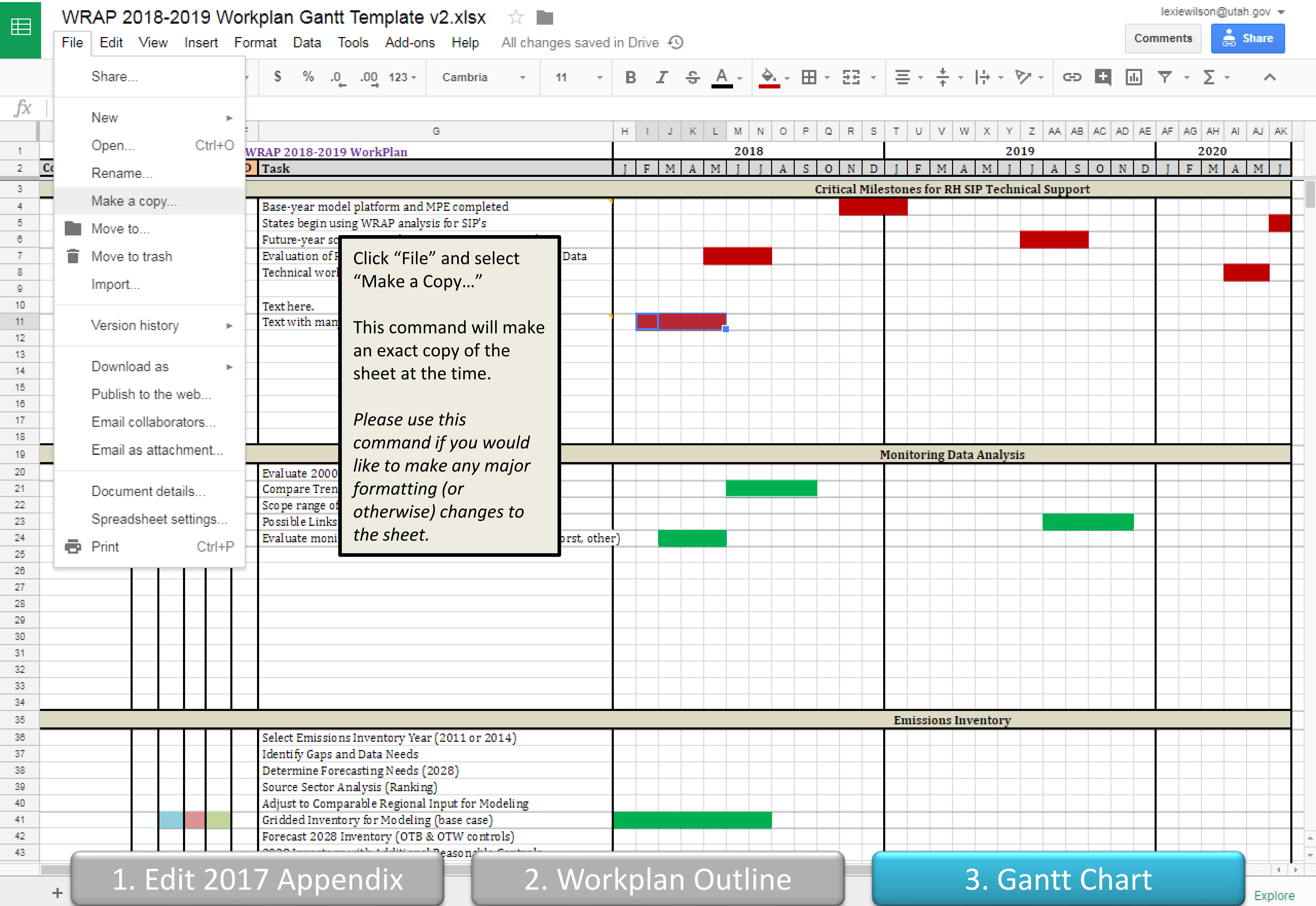
How to make a copy of the Sheet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WRAP 2018-2019 WorkPlan

Task

Critical Milestones for RH SIP Technical Support

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Determine Forecasting Needs (2028)
Source Sector Analysis (Ranking)
Adjust to Comparable Regional Input for Modeling
Gridded Inventory for Modeling (base case)
Forecast 2028 Inventory (OTB & OTW controls)

Click "File" and select "Make a Copy…"

This command will make an exact copy of the sheet at the time.

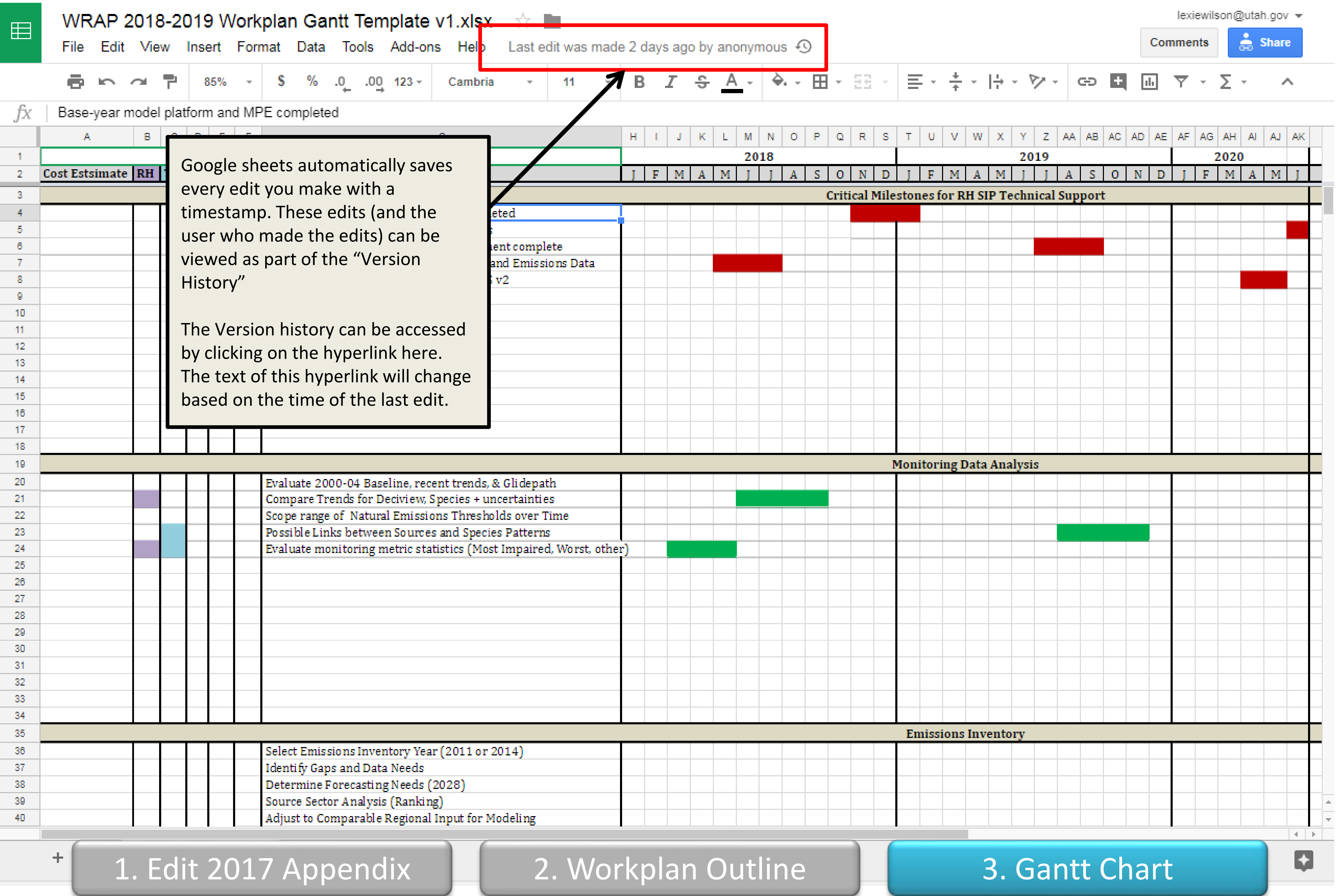
Please use this command if you would like to make any major formatting (or otherwise) changes to the sheet.

1. Edit 2017 Appendix

2. Workplan Outline

3. Gantt Chart

Version History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Comments
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1. Edit 2017 Appendix
2. Workplan Outline
3. Gantt Chart

fx Base-year model platform and MPE completed

Critical Milestones for RH SIP Technical Support

Monitoring Data Analysis

Evaluate 2000-04 Baseline, recent trends, & Glidepath
Compare Trends for Deciview, Species + uncertainties
Scope range of Natural Emissions Thresholds over Time
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Evaluate monitoring metric statistics (Most Impaired, Worst, other)

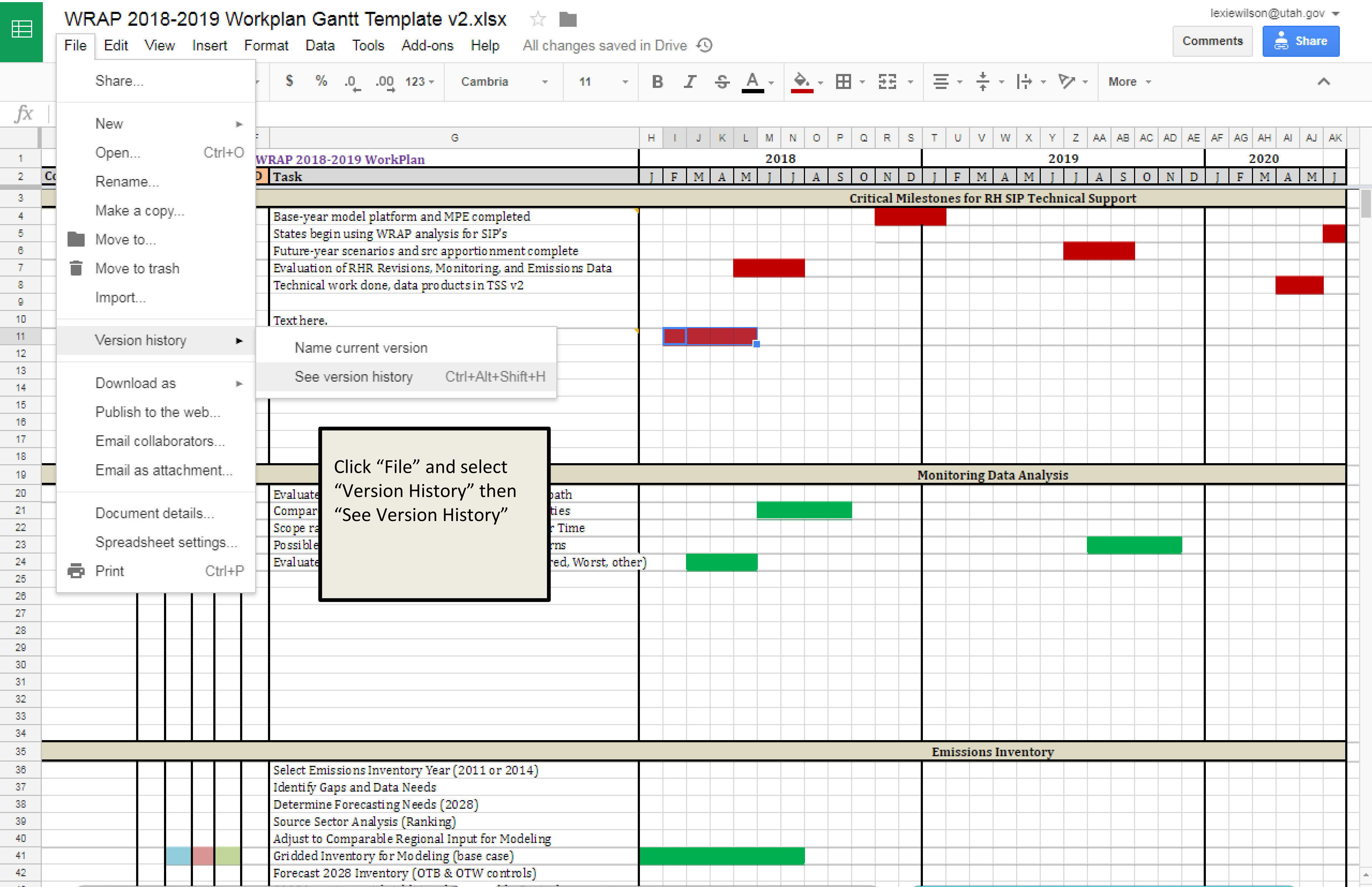
Emissions Inventory

Select Emissions Inventory Year (2011 or 2014)
Identify Gaps and Data Needs
Determine Forecasting Needs (2028)
Source Sector Analysis (Ranking)
Adjust to Comparable Regional Input for Modeling

Google sheets automatically saves every edit you make with a timestamp. These edits (and the user who made the edits) can be viewed as part of the "Version History"

The Version history can be accessed by clicking on the hyperlink here. The text of this hyperlink will change based on the time of the last edit.

Version History (alternative method)


WRAP 2018-2019 Workplan Gantt Template v2.xlsx
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Critical Milestones for RH SIP Technical Support
Base-year model platform and MPE completed
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Source Sector Analysis (Ranking)
Adjust to Comparable Regional Input for Modeling
Gridded Inventory for Modeling (base case)
Forecast 2028 Inventory (OTB & OTW controls)
Explore

Click "File" and select "Version History" then "See Version History"

1. Edit 2017 Appendix

2. Workplan Outline

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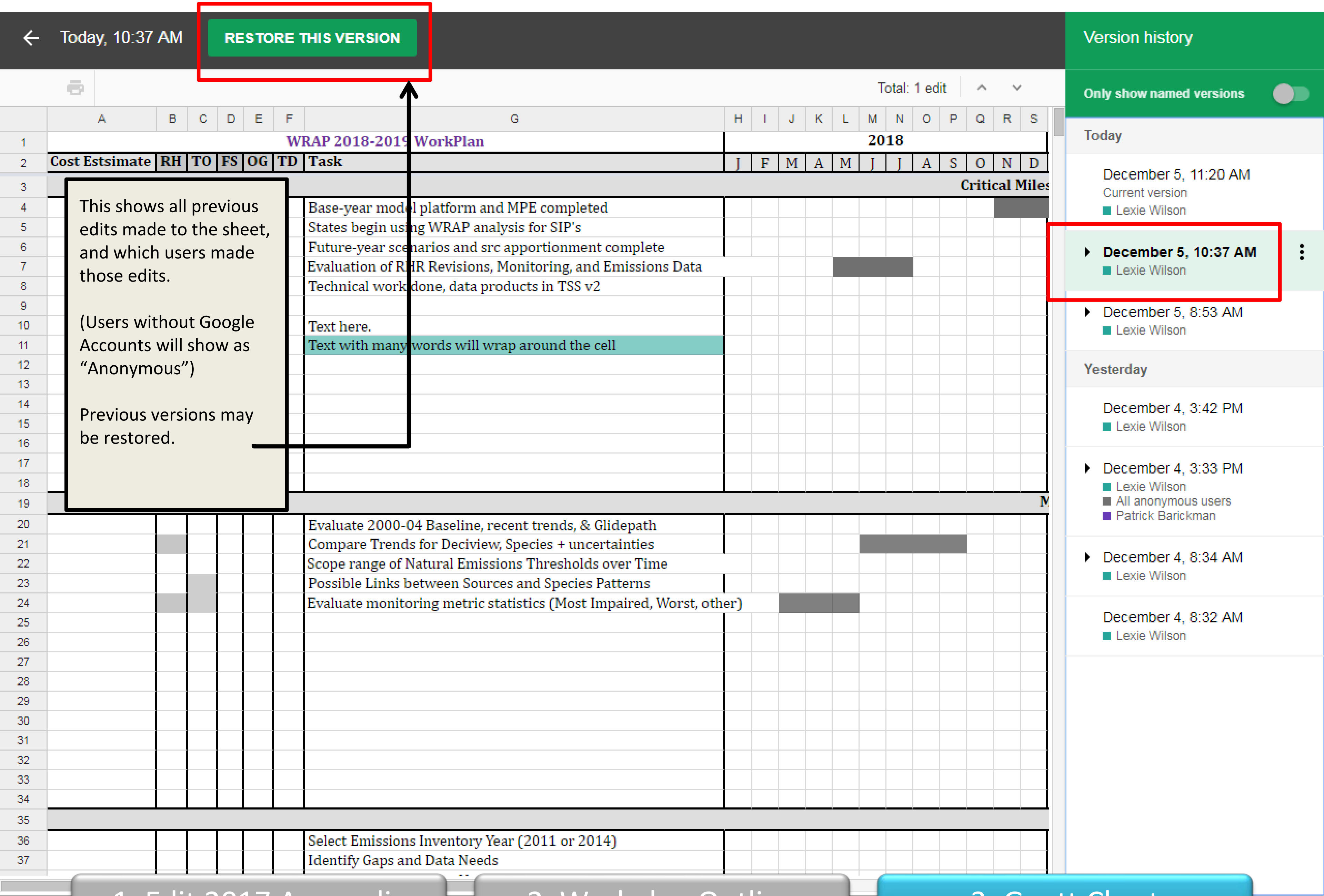
Version History (may only be admin privilege)



WRAP 2018-2019 WorkPlan

2018

Cost Estsimate	RH	TO	FS	OG	TD	Task	J	F	M	A	M	J	J	A	S	O	N	D

Critical Miles

- Base-year model platform and MPE completed
- States begin using WRAP analysis for SIP's
- Future-year scenarios and src apportionment complete
- Evaluation of RHR Revisions, Monitoring, and Emissions Data
- Technical work done, data products in TSS v2
- Text here.
- Text with many words will wrap around the cell
- Evaluate 2000-04 Baseline, recent trends, & Glidepath
- Compare Trends for Deciview, Species + uncertainties
- Scope range of Natural Emissions Thresholds over Time
- Possible Links between Sources and Species Patterns
- Evaluate monitoring metric statistics (Most Impaired, Worst, other)
- Select Emissions Inventory Year (2011 or 2014)
- Identify Gaps and Data Needs

Today

- December 5, 11:20 AM
  Current version
  Lexie Wilson
- December 5, 10:37 AM
  Lexie Wilson
- December 5, 8:53 AM
  Lexie Wilson

Yesterday

- December 4, 3:42 PM
  Lexie Wilson
- December 4, 3:33 PM
  Lexie Wilson
  All anonymous users
  Patrick Barickman
- December 4, 8:34 AM
  Lexie Wilson
- December 4, 8:32 AM
  Lexie Wilson

This shows all previous edits made to the sheet, and which users made those edits.

(Users without Google Accounts will show as “Anonymous”)

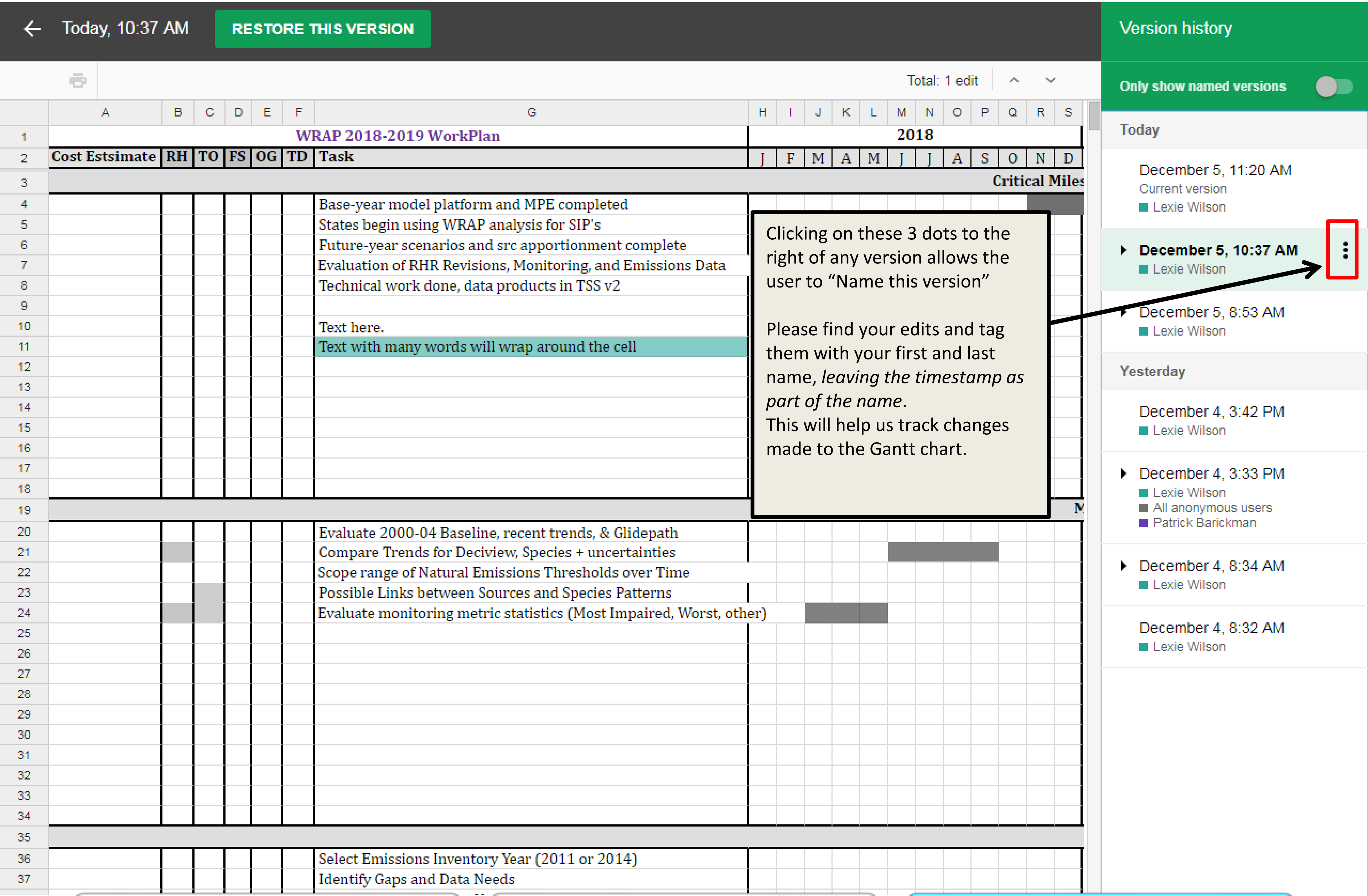
Previous versions may be restored.

1. Edit 2017 Appendix

2. Workplan Outline

3. Gantt Chart

Version History (may only be admin privilege)



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1							WRAP 2018-2019 WorkPlan	2018
2	Cost Estsimate	RH	TO	FS	OG	TD	Task	J F M A M J J A S O N D
3								Critical Miles
4							Base-year model platform and MPE completed	
5							States begin using WRAP analysis for SIP's	
6							Future-year scenarios and src apportionment complete	
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23							Possible Links between Sources and Species Patterns	
24							Evaluate monitoring metric statistics (Most Impaired, Worst, other)	
36							Select Emissions Inventory Year (2011 or 2014)	
37							Identify Gaps and Data Needs	

Version history

Only show named versions

Today

December 5, 11:20 AM
Current version
Lexie Wilson

December 5, 10:37 AM
Lexie Wilson

December 5, 8:53 AM
Lexie Wilson

Yesterday

December 4, 3:42 PM
Lexie Wilson

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All anonymous users
Patrick Barickman

December 4, 8:34 AM
Lexie Wilson

December 4, 8:32 AM
Lexie Wilson

Clicking on these 3 dots to the right of any version allows the user to "Name this version"

Please find your edits and tag them with your first and last name, *leaving the timestamp as part of the name*.
This will help us track changes made to the Gantt chart.

1. Edit 2017 Appendix

2. Workplan Outline

3. Gantt Chart

END

For questions, please contact

lexiewilson@utah.gov