

BFVZ PowerGantt Lite

Quick Start Guide

Get BFVZ PowerGantt Lite drawing your schedule in Power BI in under 10 minutes. Covers the data you need, adding the visual, mapping the data roles, navigating the chart, the nine format cards and how to read the result.

Version 1.0 — October 2026

Prerequisites

- Power BI Desktop (current release) or the Power BI service.
- A table with one row per task: at minimum **Task Name**, **Start Date** and **Finish Date**. Everything else is optional.
- A Creator or Viewer subscription, or the 30-day free trial from Microsoft AppSource. Without a license, Power BI Desktop runs the visual in Sample mode (100 rows, watermark) so every feature can be evaluated.

Step 1: Get Your Data Ready

PowerGantt Lite needs one row per task with at minimum Task Name, Start Date and Finish Date. Everything else is optional.

Coming from Primavera P6 or Microsoft Project? The free **BFVZ DataBridge** Power Query transforms (bfvztech.com/downloads, no license required) convert a P6 XER/XML export or a Microsoft Project export into ready-to-map columns. Lite uses the same column names as the full BFVZ PowerGantt, so a DataBridge output maps straight in.

***Tip:** keep Task IDs unique; write predecessors as a comma-separated list of Task IDs with an optional link type and lag (T-001, T-002SS+5, T-003FF-2; FS is assumed); % Complete as 0 to 100.*

Step 2: Add to Your Report

1. Open your Power BI report. In the **Visualizations** pane, click the ellipsis (...) and select **"Get more visuals."** Search for **"BFVZ PowerGantt Lite"** and click **Add**.
2. Click the new icon to add the visual to the canvas. Resize it to the full width of the page: the chart gets the space to the right of the task grid.
3. Until fields are bound, the visual shows a landing page listing the required and optional fields.

Step 3: Map Data Roles

Drag fields into the data roles in the Visualizations pane:

Required: Task Name, Start Date, Finish Date

Recommended: Group (one level: phase, workstream, team), Task ID + Predecessors (turns on the dependency lines and the critical path), % Complete (set the field to **Don't summarize**), Baseline Start, Baseline Finish

Nice to have: Milestone Type (any non-blank value marks a milestone; zero-duration tasks are milestones automatically), Category (colors the bars and adds a legend), Tooltip Fields (any number of extra fields shown in the tooltip)

Step 4: Navigate the Chart

- **Ctrl + Scroll Wheel** (Cmd on Mac): zoom through Year, Quarter, Month and Week. The indicator in the header shows the current level; the zoom anchors to the cursor.
- **Click + Drag**: pan on empty chart space; the task grid and the timeline stay in step.
- **Click a Group row**: collapse or expand that group. Its summary bar stays and the connectors land on it.
- **Expand / Collapse**: header buttons for all groups at once.
- **Divider between the grid and the chart**: drag to resize the left panel. Column headers can be dragged too.
- **Warning button**: opens the Schedule Health Check (13 DCMA and GAO-aligned checks, with the number of affected tasks per check). The affected-task list is a BFVZ PowerGantt feature.
- **? button**: opens the built-in user guide. Escape closes any overlay.
- **Light / Dark** (bottom right): switches the theme and saves the choice to the report.

Step 5: Set Up the Look

Open the **Format pane** (paint roller icon). Nine cards:

- **Schedule**: date format, Data Date (blank = today), baseline bars and variance shading, dependency lines, critical path, Bridge Critical Chain (draw the implied link that keeps the red chain unbroken, or only the links in your data), progress mode, row and bar heights.
- **Data Grid**: which columns show (Task Name, Start, Finish, Duration, %) and their widths.
- **Bars & Milestones**: bar colors, critical colors, group summary color, milestone shape, color and size, bar corner radius.
- **Category Colors**: appears when a Category field is bound: one color picker per value (up to 8), legend on or off.
- **Bar Labels**: text next to each bar (name, dates, progress), position, size and color.
- **Timeline**: grid lines, weekend shading, data date line, connector colors.
- **Theme**: Dark or Light plus every background, text and border color.
- **Typography**: all sizes in points, minimum 10: task names, group rows, axis, grid cells, column headers.
- **Tooltip**: what the hover card shows, including the Tooltip Fields.

Step 6: Read the Chart

1. **Check the Data Date:** the dashed line should sit on your last status date.
2. **Follow the red chain:** critical tasks and their connectors are red; hover a bar for its total float.
3. **Scan the baselines:** the thin bar above each task is the baseline; red shading means the task has slipped, green means it is ahead.
4. **Open the Health Check:** a yellow or red warning button means a check failed; the card tells you which check and how many tasks.
5. **Use the legend:** with a Category bound, the chips above the chart name the colors.

Tip: the look-ahead buttons (2W / 4W / 6W / All) and the Dim toggle preview a BFVZ PowerGantt feature; Lite always shows the whole schedule.

Licensing

- **Creator** (\$6 per user per month, or \$60 per year): full access including the Format pane.
- **Viewer** (\$2 per user per month, or \$20 per year): the full chart, interaction and tooltips; the Format pane is hidden.
- **30-day free trial** through Microsoft AppSource.
- **Sample mode** (Power BI Desktop, no license): 100-row cap with a watermark; every feature available for evaluation.

Need program-level critical path across projects, N-level WBS, resources, reference lines and bands, RAG rules, look-ahead filtering or the Health Check task lists? That is **BFVZ PowerGantt**: the same data, the same look, more depth.

Support & Resources

Support: support@bfvztech.com | **Website:** bfvztech.com | **DataBridge:** bfvztech.com/downloads

BFVZ PowerGantt Lite is part of the **PMO Visual Intelligence Suite**: Power BI visuals for project and program professionals, proven on energy, utility, telecommunications, pipeline, water and data center programs.