

# Gantt Charts

A **gantt chart** is a project management tool which enables you to schedule your work over a period of time. It can be useful for breaking down big pieces of work into a series of tasks and planning when to complete one.

On the next page is an example of a **gantt chart**. The first column allows you to record the task that needs to be completed. You then shade the box in on that row which corresponds with when you plan to complete the task. You can assign responsibility for given tasks by recording who will deliver them in the owner column and record any additional notes which may be useful in the notes column. This allows you to see the whole project at a glance and see what should be happening when. You may wish to add additional columns, for example stakeholders, like the example.



*You can  
download a  
blank  
template from  
this module*

# Gantt Charts

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		<b>Project Title</b>	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	w/c date	Owner	<b>Notes</b>	<b>Stakeholders</b>
2		Annual Leave Dates						Christmas								
3	1	Task														
4	2	Task														
5	3	Task														
6	4	Task														
7	4	Task														
8	5	Task														
9	6	Task														
10	7	Task														
11	8	Task														
12	9	Task														
13	10	Task														
14	11	Task														
15	12	Task														
16	13	Task														
17		Important Project Dates to remember:														