Gantt Charts

Gantt Charts were named after Henry Gantt. They are visual planning charts which help to organise complicated tasks into chunks and to allocate time to complete them.

A Gantt chart is used for planning projects of all sizes, and it is a useful way of showing what work is scheduled to be done on a specific day. It can also help you view the start and end dates of a project in one simple chart.

The vertical axis of a Gantt chart shows the tasks that need to be completed, while the horizontal axis represents time. As you input tasks, their start dates, their end dates and their dependencies, bars will populate, which represent task durations. This happens automatically if you use a Gantt planning tool like Gantt chart software.

On a Gantt Chart you can easily see:

♦ The start date of the project
♦ What the project tasks are
♦ Who is working on each task
♦ When tasks start and finish
♦ How long each task will take
♦ How tasks group together, overlap and link with each other
♦ The finish date of the project

In Advanced Higher, a Gantt Chart is created for planning your Assignment and is worth marks. Throughout your assignment there should be evidence of you having to update the timeline to reflect where you have taken longer or shorter to carry out a task than expected, sometimes due to issues beyond your control.

Make your own Gantt Chart in Excel

Microsoft Excel has a Bar chart feature that can be formatted to make an Excel Gantt chart.
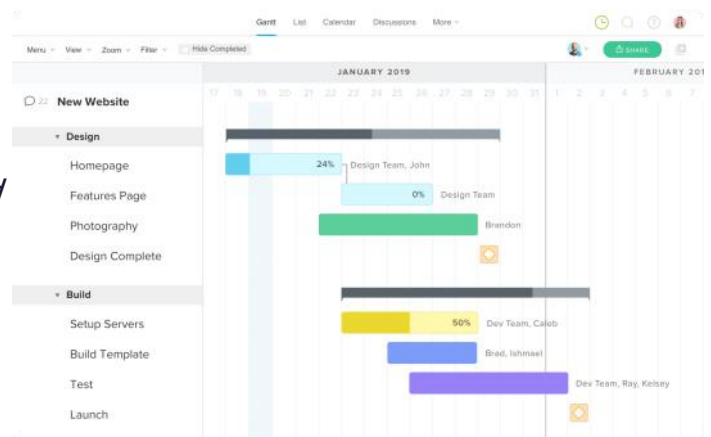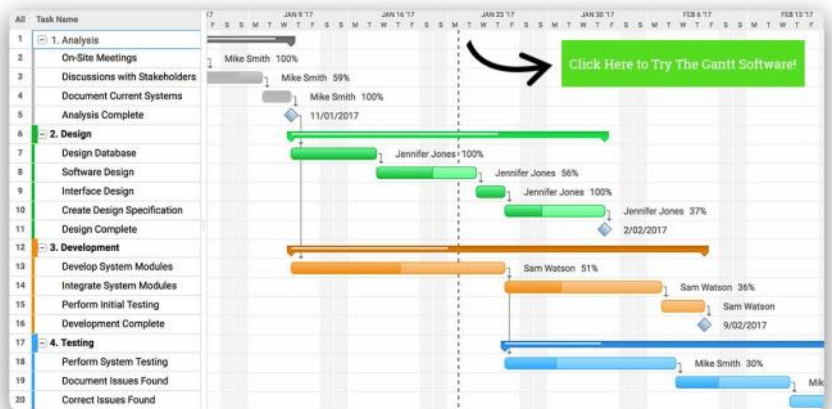**1.** List your project schedule in an Excel table. List each task as a separate row and structure your project plan by including the s*tart date, end date* and d*uration.*
2. Set it up as a standard bar chart based on start dates.
3. Add the duration of your tasks.
4. Add task descriptions to the Gantt chart.
5. Transform the bar graph into the Excel Gantt chart through formatting.

You can also sign up to make an online Gantt Chart—one company is www.teamgantt.com Another is www.projectmanager.com—some of these allow free downloads.