
Tools

Gantt Chart

Scheduling and Monitoring

Background

The Gantt chart is a simple tool for analyzing and planning complex projects. It includes a vertical list of tasks and uses horizontal bars to show the schedule of tasks. The bars show tasks that can be done simultaneously during the project implementation.

When to Use

- When a path of action and a schedule are needed to ensure that a project is implemented within an established time frame.
- When participants need a shared understanding of interdependencies within the project
- When resource allocation is needed

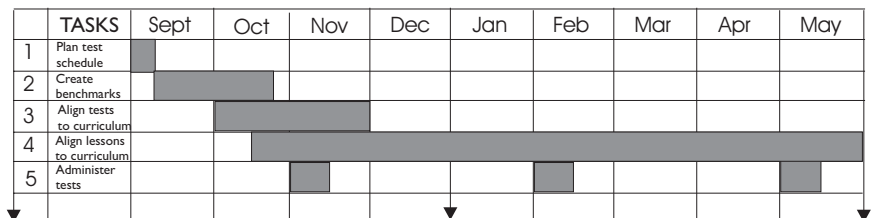
How to Use

1. List all tasks in the plan, showing earliest start date, estimated completion time for each task, and sequentiality.
2. List the tasks in the first column of a chart.
3. List the months, week, and/or days on the top row. Extend the timeline from project beginning to end.
4. Schedule all tasks. Note: Ensure that sequential tasks are executed in sequence. Ensure that dependent tasks follow prerequisite tasks.
5. Have the draft Gantt chart reviewed by direct stakeholders. Make adjustments, as needed.

Hints

- When possible, schedule parallel tasks so that they do not interfere with sequential tasks.
- Do not over-commit resources.
- Include some extra time for unforeseen delays.
- Computer programs, from simple to complex) can be used to manage projects (e.g., EXCEL, Microsoft Project).

How Does It Look



Next Steps

Project managers can use the Gantt chart as a monitoring tool. It simplifies keeping track of the whole project--linking completed tasks, with present tasks, while preparing for future tasks.

