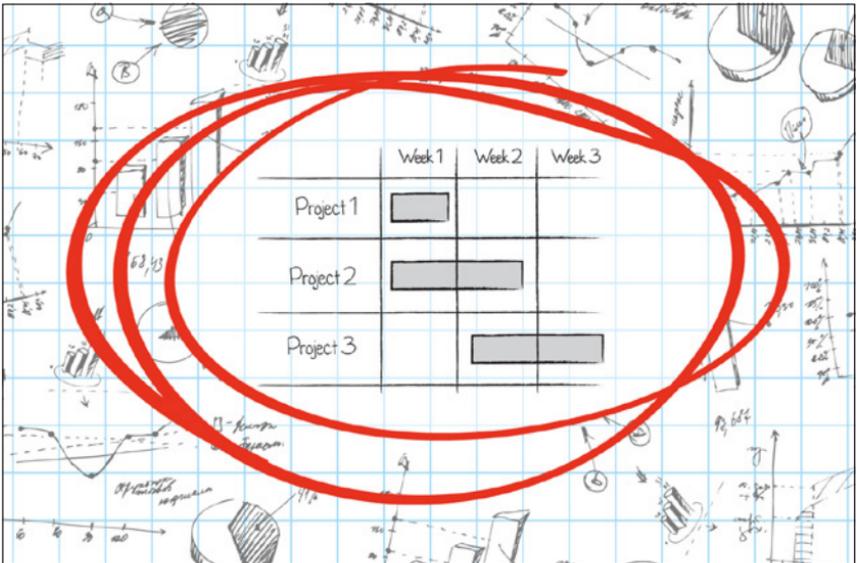




Gantt Chart



The Gantt Chart is a scheduling tool that represents the phases and activities of a project. It outlines what needs to be delivered, when and by whom.

The Gantt Chart helps you plan your resources based on both required skills and availability for specific tasks. It can also be used to plan project phases and to monitor progress.

| | Week 1 | Week 2 | Week 3 |
|------------------------|--------|--------|--------|
| 1.1 Venue Presentation | █ | | |
| 1.2 Menu Options | █ | █ | |
| 1.3 Purchasing | | █ | █ |
| 1.4 Prepare Meal | | | █ |



Gantt Chart

Doing it

1. Activities and their estimates are put on a calendar-based timeline that indicates their start and finish times.
2. Some activities may rely on others before they can commence and these dependencies are also reflected.
3. Test to see if the availability of your resources will have an impact on the time estimates you assigned to tasks and adjust as required.
4. Highlight the critical path activities and prepare contingencies for slippage in these areas.
5. Use your Gantt Chart to track progress and adjust your resources and schedule as required.

Doing it well

- > Take into account resource availability when scheduling the project.
- > Consult widely when identifying the activities and expected timeframes.
- > Don't forget to include major project coordination activities.
- > Treat your Gantt Chart as a living document, expect timelines to be changed and modified during the project.
- > Never use the Gantt Chart as a weapon against the project team, if slippage occurs use it as the basis for re-planning accordingly.

Scenario

John was worried about whether his new project could be delivered in the timeframe that was being proposed. To determine whether it really would be an issue he put together a Gantt Chart.

Using the activities outlined in his work breakdown structure John determined the flow of tasks along with the skill sets and estimated effort necessary to complete them. Using this information he then identified, taking into account public holidays and annual leave of team members, when each task could be started and finished. Having done this it was clear that the project could not be completed by the date being proposed.

Using his Gantt Chart John prepared a briefing paper outlining options for addressing this issue and called a meeting of the Project Steering Committee.

Fast facts

- > The critical path is the set of activities that if delayed cause the whole project timeframe to slip.
- > Products such as Microsoft Project, Excel, or Open Office can be used to create Gantt Charts.
- > One of the first major applications of Gantt Charts was during the First World War.
- > A Gantt Chart does not replace active project management.

Learning more

Search using terms like:

- > Gantt Chart
- > project scheduling.

Contact

Planning & Project Support Office

Division of Information

South Oval Building 88 T1

The Australian National University

Canberra, ACT 0200 Australia

+61 2 6125 6441

projects@anu.edu.au

projects.anu.edu.au