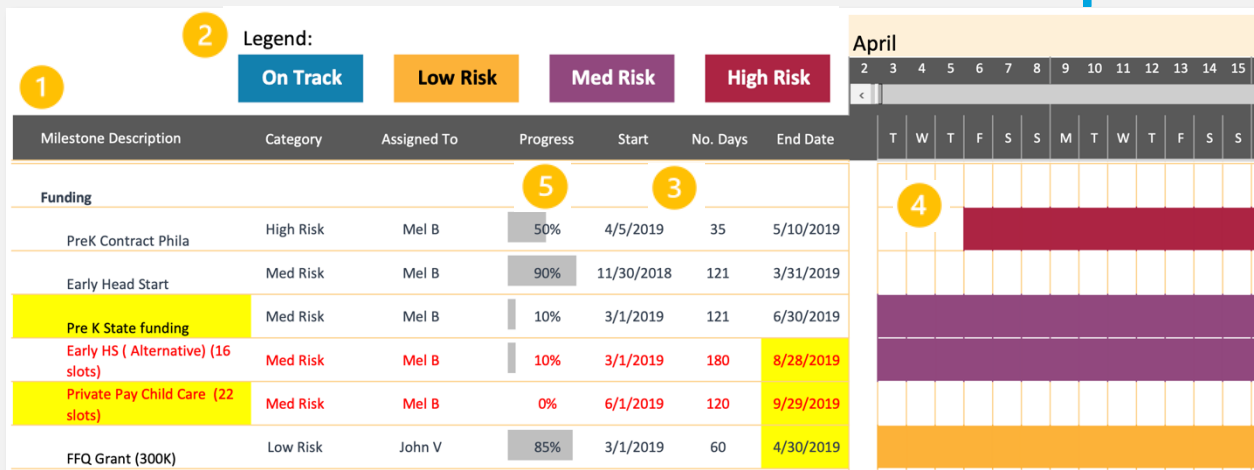
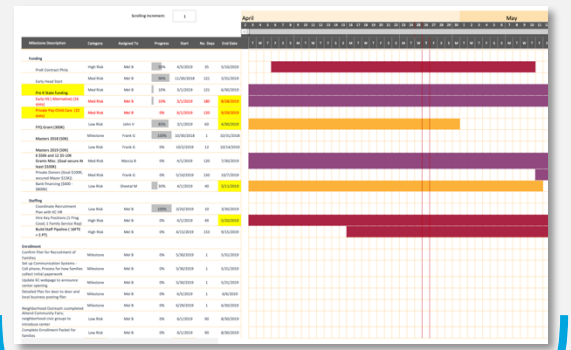


What is a Gantt chart?

- 1 A means to track complex projects over time and in relation to one another
- 2 A way to flag risk levels (high, low, medium) via color coding
- 3 A way to show when each activity begins, ends, and is scheduled to last
- 4 A way to depict interdependencies and overlaps of tasks
- 5 A way to show project progress and slowdowns over time



What are the key Gantt chart data elements?

- **Time** is the metric for the **columns**.
- **Tasks** are the **rows**.
- Tasks are typically **grouped by category** to aid usefulness of the chart.
 - Example categories: design; zoning; cost estimation; construction; licensing; staffing and enrollment
 - Within “construction” there could be further grouping such as electrical or plumbing.
- **Start and end date** of the whole project.

How is a Gantt chart used?

- To plan **project milestones**
- To **assign tasks** to individuals and teams
- To **manage progress** toward timelines and goals
- To **identify timing challenges** and work to course correct
- To **share complex information** with multiple individuals in real time (with cloud-based software)

How is a Gantt chart developed?

Project management software products that can create Gantt charts:

- Excel/Google sheets
- Monday
- Function Fox
- Oracle Net Suite
- Hub Spot
- Keap
- Asana
- Teamwork
- Click Up