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