

Gantt Chart Tips

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Feb 2023

What is a Gantt Chart?

- A chart in which a series of horizontal lines shows the amount of work done or production completed in certain periods of time in relation to the amount planned for those periods.
- Gantt charts help visualize various tasks and projects that occur simultaneously with an organization, how far along they have progressed.
- They are used by management to plan and schedule such projects so that resources can be allocated in the optimal way and that projects that are prioritized can finish before less important ones begin.

How many stages should there be?

Gantt Chart

Task Name	Q1 2019			Q2 2019		Q3 2019
	Jan 19	Feb 19	Mar 19	Apr 19	Jun 19	Jul 19
Planning	■					
Research		■				
Design			■			
Implementation				■		
Follow up					■	

It is a communication instrument

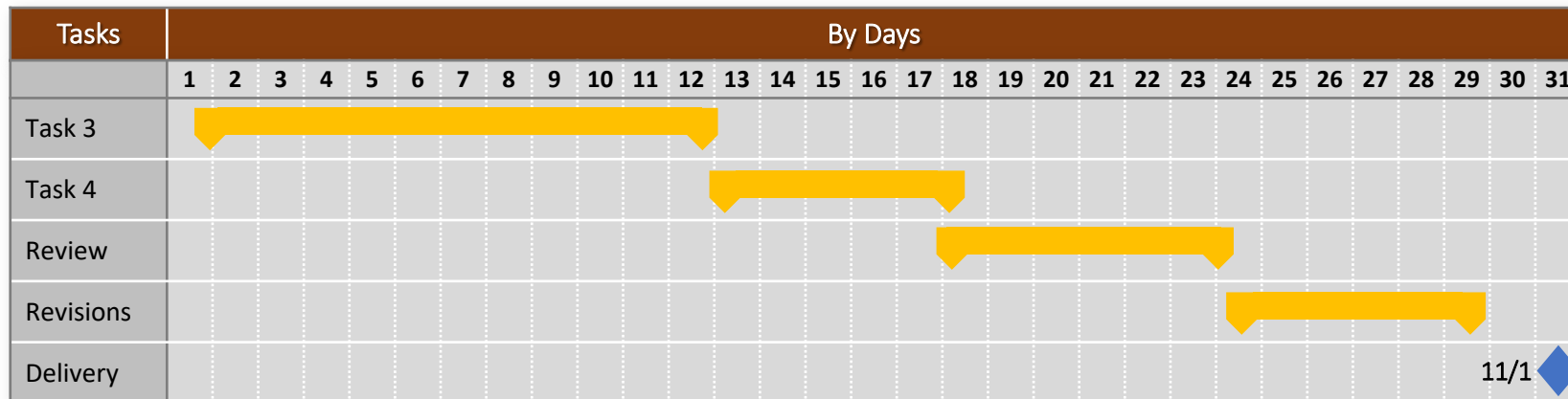
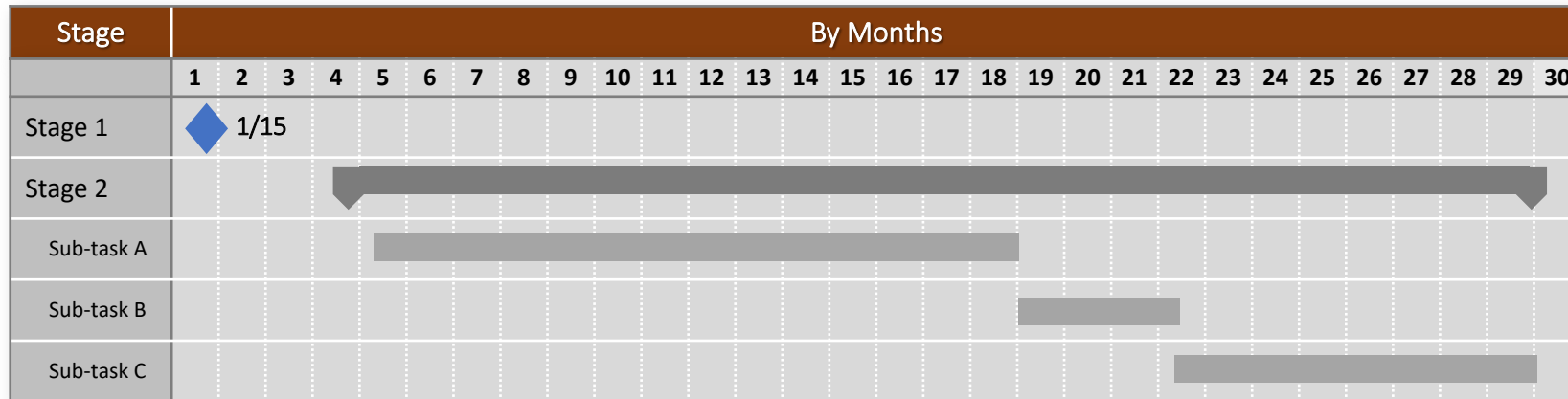
Simple

1. Discovery
2. Reframing
3. Testing
4. Validation
5. Wrap Up

Complex

1. Preparation
2. Discovery
3. Reframing
4. Rapid Prototyping
5. MVP
6. Pitch for Success
7. Wrap Up

Microsoft Template (Downloadable)



The overlapping periods tells you when to acquire and spend your resources. Some Gantt chart can also show you where is the critical path.

Task bars (length = duration)



To change the length of the duration bars go to Format/Size (on far right).

Milestones



ACTIVITY PLAN

#	Activity	Start	End	WEEK > 1							2							3							4							5								
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35		
20	PROJECT MANAGEMENT	01/06/20	03/07/20	1	33	[Green bar]																																		
40	PROTOTYPE DESIGN	01/06/20	11/06/20	1	11	[Green bar]																																		
41	Review conceptual design	01/06/20	05/06/20	1	5	[Green bar]																																		
42	Check compliance of all parts and their availability	08/06/20	10/06/20	8	10	[Green bar]																																		
43	Final Design Approval	11/06/20	11/06/20	11	11	[Green bar]																																		
60	PRODUCTION DOCUMENTATION	12/06/20	22/06/20	12	22	[Green bar]																																		
61	Electrical drawings	12/06/20	19/06/20	12	19	[Green bar]																																		
62	Mechanical drawings & workshop drawings	12/06/20	19/06/20	12	19	[Green bar]																																		
63	BOM definition and Requisition list generation	22/06/20	22/06/20	22	22	[Green bar]																																		
80	PROCUREMENT	23/06/20	02/07/20	23	32	[Green bar]																																		
100	SOFTWARE DEVELOPMENT	23/06/20	03/07/20	23	33	[Green bar]																																		
101	C++ Coding	23/06/20	01/07/20	23	31	[Green bar]																																		
102	Vision system setup2	23/06/20	03/07/20	23	33	[Green bar]																																		

Total (hrs)

47
64
80
144
23
0

MANPOWER

Project Manager
Mechanical Constructor
Mechanical Engineer
Automation Engineer 1
Procurement Officer
Quality Manager

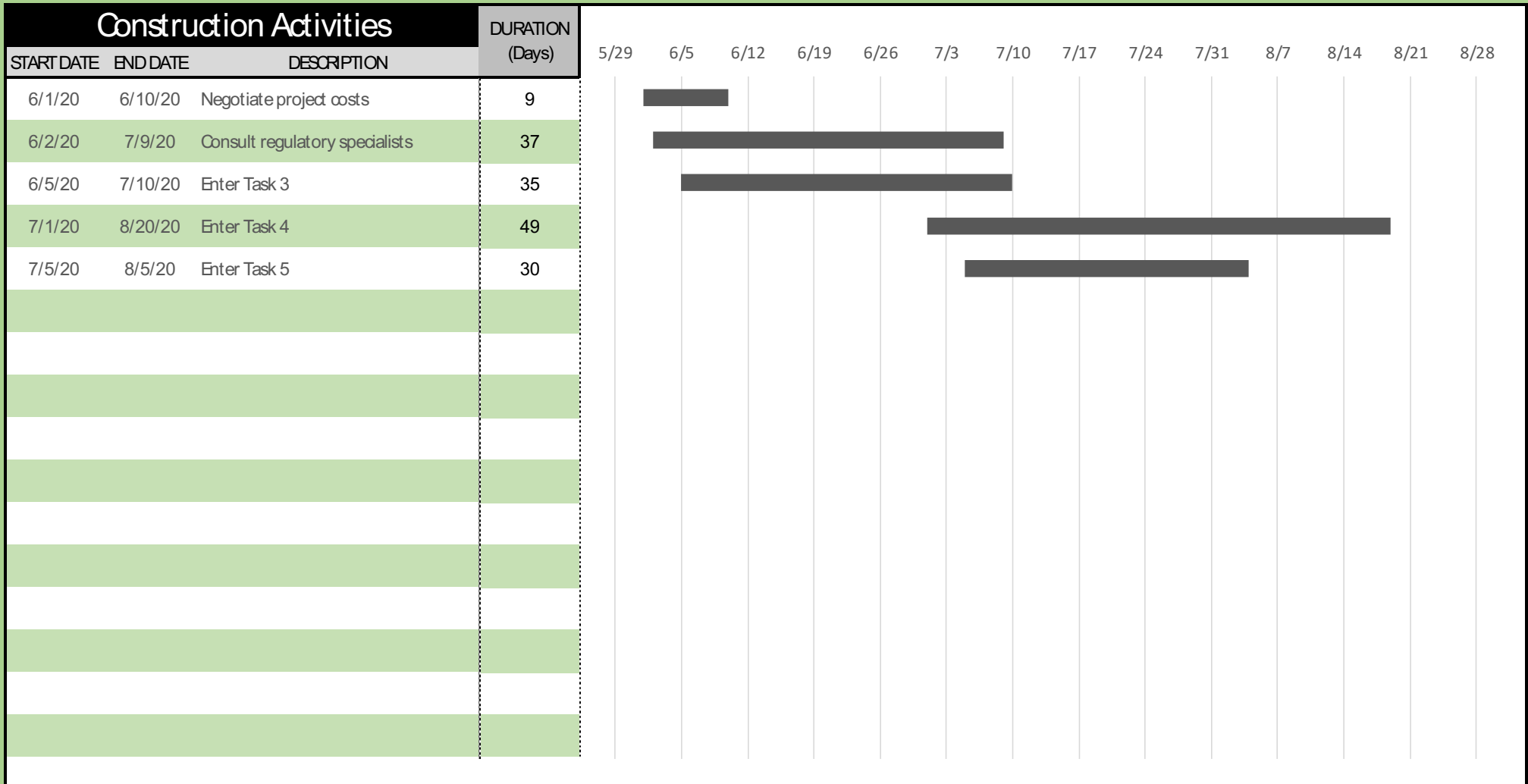
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
Project Manager	1	1	1	1	4			1	1	1	1	4			1	1	1	1	4			1	2	2	2	4			2	2	2	2	4		
Mechanical Constructor	8	8	8	8	8				8	8	8																								
Mechanical Engineer								8	8	8	8			8	8	8	8	8			8														
Automation Engineer 1	2	2	2	2	2			2	2	2	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8			
Procurement Officer																						8	8	1	1			1	1	1	1	1			
Quality Manager																																			

COMPANY NAME

Project: Shopping mall building

Construction site: The corner of 3rd and 17th street

Construction Gantt Chart



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GANTT CHART EXAMPLES & TEMPLATES

Breakout Room

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

- **Create a new 5-stage Gantt Chart for Your Client**

- **15 Minutes.**





Summary

Remember to build our bridge backwards...