

Gantt Chart Exercise

Large projects require a thoughtful work schedule and plan in order to be successful. Project plans generally show available resources, including people and materials, and a precise timeline that demonstrates the steps necessary to get the job done by a predetermined project due date.

Gantt charts allow project members to not only keep track of project progress, but also to demonstrate to stakeholders that work is being accomplished and that the project is on-track. See the description of Gantt charts at:

[What is a Gantt Chart?](#)

Gantt charts can be created by Microsoft Project, Merlin (for Mac) or some other commercial software program, such as the following:

- Excel templates: [Making a Gantt Chart with Excel](#)
- [Tom's Planner](#)
- [Canva](#)
- [GanttProject](#)
- [Gantt Chart Templates for Microsoft Office](#)
- [Gantter.com](#)

Gantt charts are visual in nature and, depending upon the level of sophistication required, can automatically detect and prevent scheduling and resource conflicts (i.e. one project member working at two different worksites at the same time). Creating a Gantt chart is a type of professional communication that is required for many reports.

Assignment

In this exercise, your team will create a Gantt chart for implementation of the solution presented in your team's chosen report format. The Gantt chart will visually describe your team's plan for implementing the solution your team is recommending.

Consider documenting such benchmarks as:

- Planning and acquiring necessary materials and resources
- Setting up/installing/putting resources in place
- Initiating the plan
- Follow-up analysis and support

Remember, this is only a suggested list of benchmarks. Your plan may require other benchmarks as you work to implement your solution. Your goal is to structure the team's time in such a way as to break down this project in steps that will lead to a realistic timeline for the realization of your goals.