Gantt chart

WHAT?

The Gantt chart helps you outline project schedules and the required work phases at a single glance.

WHEN?

The Gantt chart is handy when aiming to quickly reach a mutual understanding of project duration and work phases and to piece together the schedules for the different work phases in order to keep overall project shedule. It also helps the team follow up on project advancement. The chart does not account for other aspects related to the work, however, such as time. It also does not cover discussions on whether the project focuses on doing the right things.

HOW?

Break the project down to individual work phases and write them down one beneath the other on the left in the chart. Next, specify separately for each work phase the schedule for both starting and completing them. The timelines help you see the order of execution and duration of the work phases as well as their mutual relations. Follow up on project progress on a regular basis.

DURATION:

15–30 min

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Find the goal and idea for your cooperation
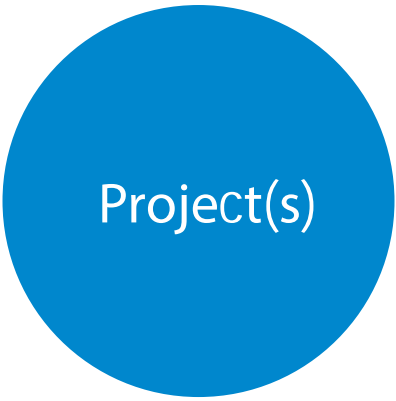
Project(s)

Gantt

TASK	wk 1	wk 2	wk 3	wk 4	wk 5	wk 6	wk 7

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