

Project Management: Gantt Chart Preparation

Chemical Engineering Technology
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Project management

- To complete a project successfully, you must **control a large number of activities**, and **ensure that they're completed on schedule**.
- If you miss a deadline or finish a task out of sequence, there could be knock-on effects on the rest of the project. It could deliver late as a result, and cost a lot more. That's why it's helpful to be able to see everything that needs to be done, and know, at a glance, when each activity needs to be completed.

Gantt Chart

- Gantt charts convey this information visually. They outline all of the **tasks involved in a project, and their order, shown against a timescale**. This gives you an instant overview of a project, its associated tasks, and when these need to be finished.

Why use Gantt chart??

- When you set up a Gantt chart, you need to think through all of the tasks involved in your project. As part of this process, you'll work out the **tasks that need to be done** and **how long each task will take**.
- Gantt charts also help you work out practical aspects of a project, such as the minimum time it will take to deliver, and which tasks need to be completed before others can start. Plus, you can use them to identify the critical path – the sequence of tasks that must individually be completed on time if the whole project is to deliver on time.

Creating a Gantt chart

Step 1: Identify Essential Tasks

- Gantt charts don't give useful information unless they include all of the activities needed for a project or project phase to be completed.
- So, to start, list all of these activities. Use a work breakdown structure if you need to establish what the tasks are. Then, for each task, note its earliest start date and its estimated duration.

Creating a Gantt chart

Step 2: Identify Task Relationships

- Gantt charts show the relationship between the tasks in a project. Some tasks will need to be completed before you can start the next one, and others can't end until preceding ones have ended.
- These dependent activities are called "**sequential**" or "linear" tasks.
- Other tasks will be "**parallel**" – i.e. they can be done at the same time as other tasks.
- You don't have to do these in sequence, but you may sometimes need other tasks to be finished first.
- Identify which of your project's tasks are parallel, and which are sequential. Where tasks are dependent on others, note down the relationship between them. This will give you a deeper understanding of how to organize your project, and it will help when you start scheduling activities on the Gantt chart.

Creating a Gantt chart

Step 3: Input Activities Into Software or a Template

- You can draw Gantt charts by hand or use specialist software, such as [Gantto](#), [Matchware](#), or [Microsoft Project](#). Some of these tools are cloud-based, meaning that you and your team can access the document simultaneously, from any location. (This helps a lot when you're discussing, optimizing, and reporting on a project.)
- Several Gantt chart templates have been created for [Microsoft Excel](#), and you can also find free Gantt chart templates with a quick search online.

Creating a Gantt chart

Step 4: Chart Progress

- As your project moves along, it will evolve.
- Update the Gantt chart to reflect changes as soon as they occur. This will help you to keep your plans, your team, and your sponsors up to date.

Example of Gantt Chart

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Detailed Gantt Chart

- C:\Users\HeLya\Desktop\works\geran\FRGS\2013\appendix A and B
- ..\..\..\..\..\geran\FRGS\2016-Fasa 1\appendix A and B\APPENDIX C- GANTT CHART AND MILESTONE.pdf

REMINDER!!!

- SUBMISSION OF COMPLETE PROPOSAL TO COORDINATOR NEXT WEEK!!!
- 17 MARCH 2016
- BEFORE 5 PM @TAMAN HAZ MELATI

THANK YOU!!