Gantt Chart.

What is a Gantt Chart?

A Gantt chart, or harmonogram, is a bar chart that **graphically illustrates a schedule for planning, coordinating, and tracking specific tasks related to a single project.**
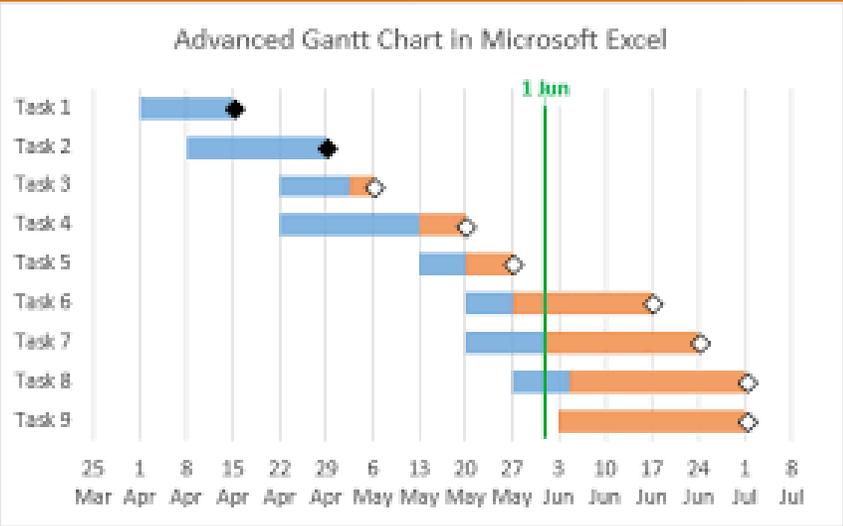
Henry Gantt, an American mechanical engineer, and social scientist, designed the Gantt chart in the 1910s. Since then, it has been used on major infrastructure projects like the Hoover Dam and the U.S. Interstate Highway System.

Gantt Chart examples

Benefits of using a Gantt Chart.

The main goal of a Gantt chart is to track the timeline and completion of a project. It's beneficial for project managers who need to keep team momentum on campaigns with many moving parts, like product launches or marketing events. Here are some additional benefits of using Gantt charts:

- **Visual tracking** gives an overarching view of projects and their timelines, helping DRIs understand progress and assign responsibility accordingly.
- **Clear project timelines** aid with resource planning, as you'll know which tasks require which tools and exactly when DRIs will need those tools.
- **Visual understanding** of which project elements rely on each other for completion so PMs can inform responsible individuals of high-priority tasks.
- **Increased transparency**, as all involved parties are aware of expectations and how individual progress impacts team progress.
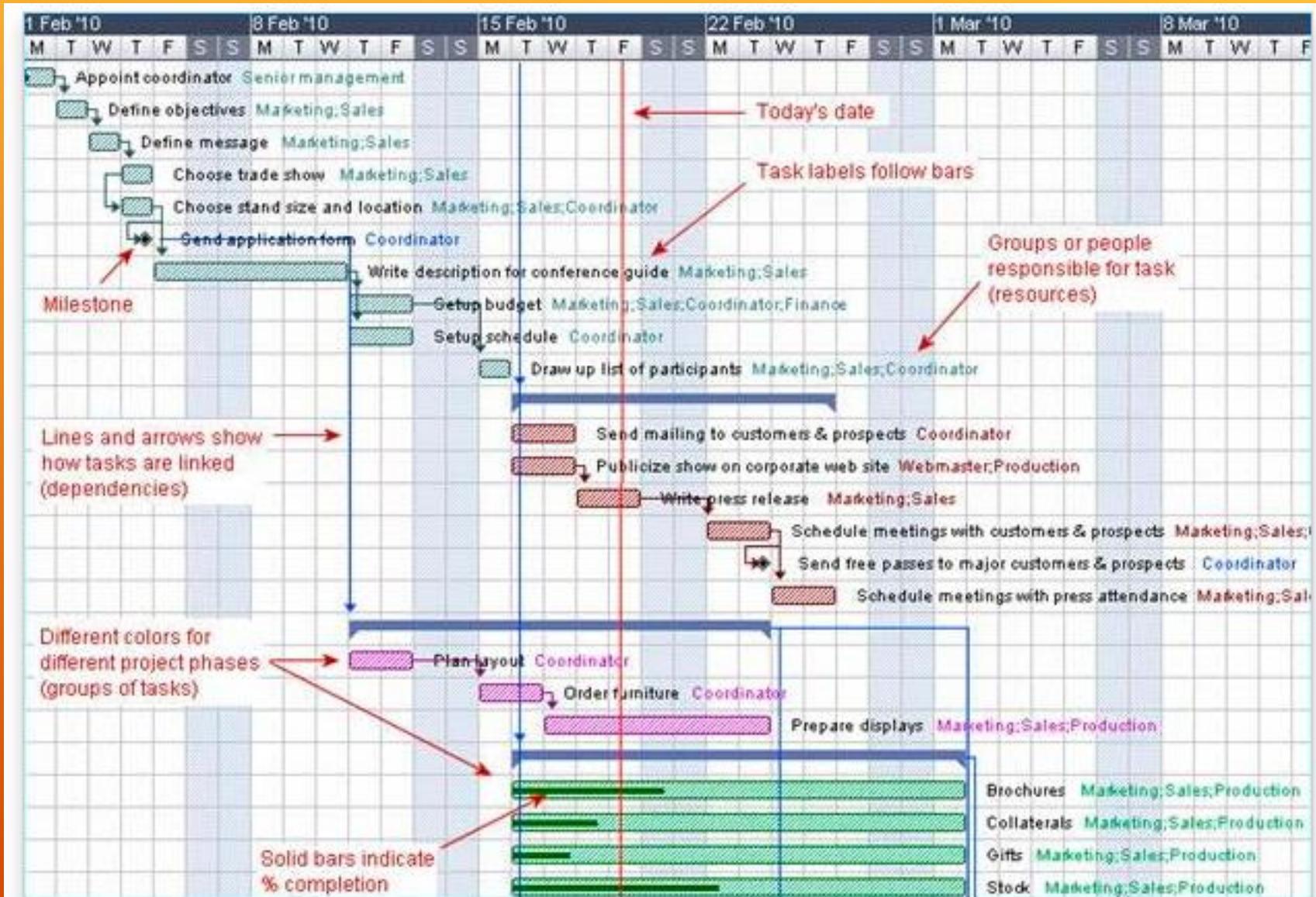
You can create Gantt charts in Excel, PowerPoint, Google Sheets, and more, and this tracking method can be used in a variety of industries, from marketing to construction, and even design.

* Direct Responsible Individuals

The elements within a Gantt chart can be grouped into four categories: resources, milestones, tasks, and dependencies.

- **Milestones:** Along your timeline, there will likely be milestones, both small and large, that must be hit in order to keep your project on track. For example, a milestone for a client research summary would be client questionnaire responses.

- **Tasks:** There are specific things that need to be completed along the way of your project. For example in the Generating Ideas you would need to complete sketches with annotations etc.

- **Dependencies:** Tasks on your Gantt chart will be related to each other, for example: You may need to finish one task before the next or you may need information from a previous task before another can be completed.

- **Resources:** Project managers must have insight into what resources are needed for tasks outlined in a Gantt chart, in order for each to be completed on time.

Gantt chart examples

GANTT CHART SOFTWARE -

Google Sheets

https://www.youtube.com/watch?v=-crraoSMxc0

Excel

https://www.youtube.com/watch?v=un8j6QqpYa0

PowerPoint

https://www.officetimeline.com/gantt-chart/how-to-make/powerpoint

https://www.youtube.com/watch?v=roGDWvh2vnA