



Time planning: Gantt Chart

A Gantt chart is a visual view of tasks scheduled over time and a useful way of showing what work is scheduled to be done when in one simple view.

It shows:

- The start and end date of the project
- What the tasks are
- When tasks start and finish, so how long each task will take
- How tasks group together, overlap and link with each other

Example: Gantt chart for organizing workshops on Fair Trade in a school

- The vertical column shows activities, you might also include milestones
- The horizontal column shows time (in days/weeks/months/.. according to your project time frame)

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Research topics											
Internet research for speaker											
Contacting speakers											
Speaker is found			29.06.18								
Contacting schools											
1 School agreed					13.07.18						
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Find a Gantt template:

<https://www.teamgantt.com/free-gantt-chart-excel-template>

Learn how to create a Gantt chart in Excel:

<https://www.smartsheet.com/blog/ganttchart-excel>