Creating Gantt Charts

Gantt charts (a form of bar chart) visualize project plans, including tasks, responsibilities, and time. Such a chart allows readers to see how long activities are projected to take, and see which activities are simultaneous.

- "Brief tutorial on Gantt charts"
  http://www.me.umn.edu/courses/me4054/assignments/gantt.html
- "Creating Gantt charts in Excel"
  http://pw.english.purdue.edu/resources/doc/gantt/index.shtml
- Microsoft Visio http://www.microsoft.com/office/visio/
  - Visio Gantt chart tutorial:
    http://office.microsoft.com/assistance/2002/articles/vspotlight4_nov00.aspx

You can use the following Gantt chart as a reference or template:

[Team] Project Schedule							
Week	**10**	**11**	**12**	**13**	**14**	**15**	**16**
Form Teams	△						
Plan Project	━━━━━						
Submit Project Plan		△					
Conduct Research		━━━━━━━					
[Add each task…]							
Submit Prog Report				△			
Analyze Data				━━━━			
Draft Report					━━━━		
Submit Draft						△	
Review/Revise						━━━━	
Submit Report							△
Submit PAM							△

Figure 1. Project Schedule

To copy, move cursor to upper left and left click on the ⊞ *icon, copy, and then paste. Be sure to have the Word file in Print Layout view.*

Use Word's **drawing tools** to draw task durations (lines) and add milestones (triangles). Or you can copy and paste the existing ones in chart above. For more help using Word's drawing tools, see http://www.stfrancis.edu/cid/handouts/worddraw/

To **add new rows**: place curser outside last cell in existing row you wish to add a new row *below* and hit ENTER.

To **add and/or delete rows and columns**: place the curser in or near the row/column you wish to add/delete and then go to TABLE > INSERT menu.

NOTE: It may be **easier to create a new chart** specific to your project from scratch. However, before you create a new table, sketch a *thumbnail*, or rough draft, first with pencil and paper to plan out how many rows and columns you need. This will save you considerable time and effort.