Gantt Chart

Definition/Purpose: A horizontal bar graph used to graphically display the progression of a project. Typically used during Improve phase.

- Useful for planning projects
- Allocating resources
- Helping everyone understand what needs to be done when , and how one step impacts the other steps
- Communicating progress and expectations to others
- Tracking project work and making changes as necessary

Instructions:

1. Identify the outcome you wish to achieve.
2. Identify the project deadline.
3. Identify the first and last step in the process.
4. Determine all the steps in between and put them in logical order
5. Assign a length of time for each step
6. Identify relationship of steps, i.e. does one step depend upon another?
7. Identify responsible person for creating and completing task.
8. Create a bar graph with the horizontal axis as a time scale – typically weeks or months. Rows of bars show the beginning and ending dates of the individual tasks in the project. (See sample below)
9. For larger projects, the tasks can be broken into subtasks having their own Gantt Chart.

Gantt Chart Format

Task	Duration	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	2 mo.												
2	2 mo.												
3	4 mo.												
4	2 mo.												
5	4 mo.												
6	3 mo.												