Gantt Chart: Exercise

# Preliminary Steps

1. Write out a complete list of tasks associated with the overall project.
2. Organise the tasks into the rough order in which they should be carried out (there may be some overlap) – this will help to make the following steps easier.
3. Estimate a realistic time for each of these tasks.
4. Assign each task a start date. Some tasks you will only be able to start after you have finished other tasks – so use the estimated time to complete a task to help here!
5. Calculate an end date.
6. If not already, organise this information into an Excel spreadsheet, as shown below.

A screenshot of a table

Description automatically generated

# Create the Gantt Chart

1. Select the columns: Tasks, Start Day, and Duration
2. Create the bar chart
   1. Select Insert > Charts > Insert Column or Bar Chart > 2D Bar > Stacked Bar, to get a chart that looks like below

A graph with orange lines

Description automatically generated with medium confidence

1. Select the chart, and the values drop-down, before clicking the “Select Data” button.

A screenshot of a computer

Description automatically generated

1. This will bring up the following menu:

A screenshot of a computer

Description automatically generated

1. Select the “Edit” button underneath Horizontal (Category) Axis Labels. Select the values in the “Tasks” column in the following pop-up menu.
2. Click on the x-axis to bring up the “Format Axis” menu and set Number > Category to Date. You may also need to adjust the minimum and maximum values of the axis to an appropriate range. Also check the tickbox “Values in reverse order”.

A screenshot of a computer

Description automatically generated

1. Right click the orange bars, and set fill to No Fill. The chart should look as below.

A graph with text and numbers

Description automatically generated with medium confidence

1. Add an appropriate title!