

## SEPM EXP NO: 8

# TO STUDY PROJECT SCHEDULING USING GNATT CHART IN CLICKUP

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Theory:

### 1. Introduction to Project Scheduling

Project scheduling is the process of defining tasks, setting deadlines, assigning responsibilities, and tracking progress to ensure timely project completion. A Gantt chart is a visual tool used for planning and scheduling tasks over a timeline.

#### 1.1 What is a Gantt Chart?

A Gantt chart is a bar chart that represents project tasks and their durations. It helps project managers:

- Visualize task dependencies and overlaps.
- Monitor progress against deadlines.
- Allocate resources effectively.
- Identify bottlenecks early.

#### 1.2 Features of a Gantt Chart

- Task dependencies (finish-to-start, start-to-start, etc.).
- Milestones to mark key deliverables.
- Critical path analysis to determine the longest sequence of dependent tasks.
- Progress tracking using percentage completion.

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### 2. Introduction to ClickUp

ClickUp is an all-in-one project management tool that offers Gantt charts for scheduling, tracking, and managing tasks efficiently.

## 2.1 Why Use ClickUp for Project Scheduling?

- Intuitive drag-and-drop interface for adjusting timelines.
- Supports task dependencies and rescheduling.
- Real-time collaboration with team members.
- Automation and notifications to streamline workflows.

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## 3. Creating a Gantt Chart in ClickUp 3.1 Steps to Create a Gantt Chart in ClickUp

1. Login to ClickUp at [ClickUp Website](#).
2. Create a New Project:
  - o Click Spaces > Create New List or Folder.
  - o Name your project and define the project scope.
3. Add Tasks to the Project:
  - o Click New Task, provide a task name, description, assignee, and due date.
  - o Define task priorities and set dependencies.
4. Enable Gantt Chart View:
  - o Go to View Options and select Gantt Chart.
  - o Adjust start and due dates to organize the timeline.
5. Define Dependencies:
  - o Click and drag connectors between tasks to create relationships (e.g., Task B starts after Task A).
6. Set Milestones:
  - o Identify key deadlines and mark them as Milestones.

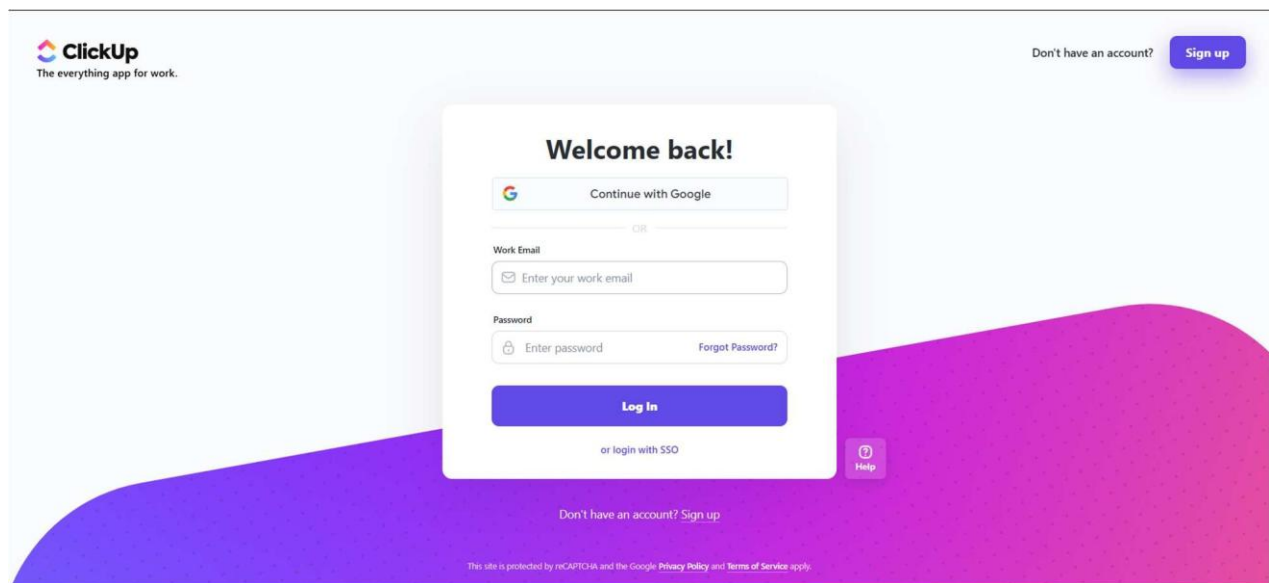
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## 4. Tracking and Managing a Gantt Chart in ClickUp

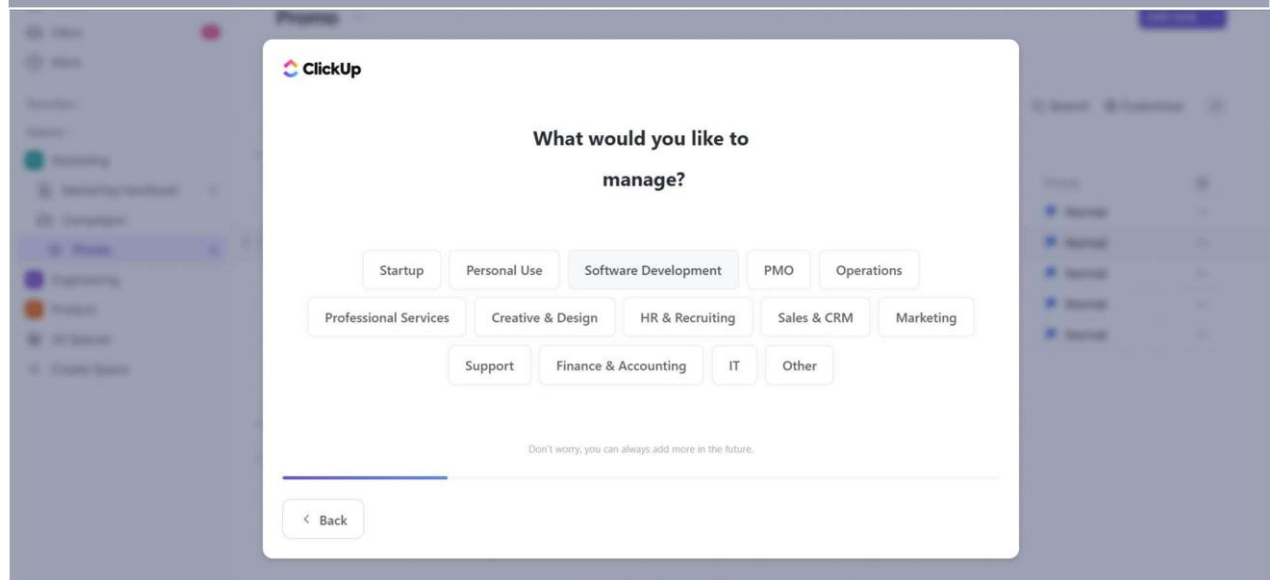
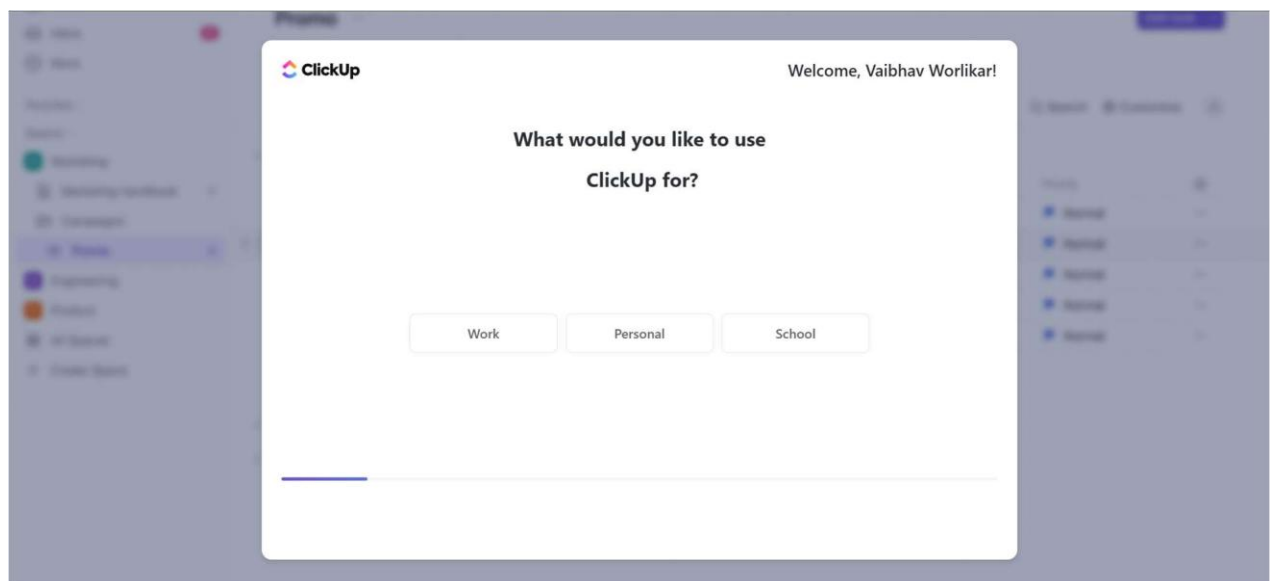
- Modify Timelines: Drag tasks to change deadlines dynamically.

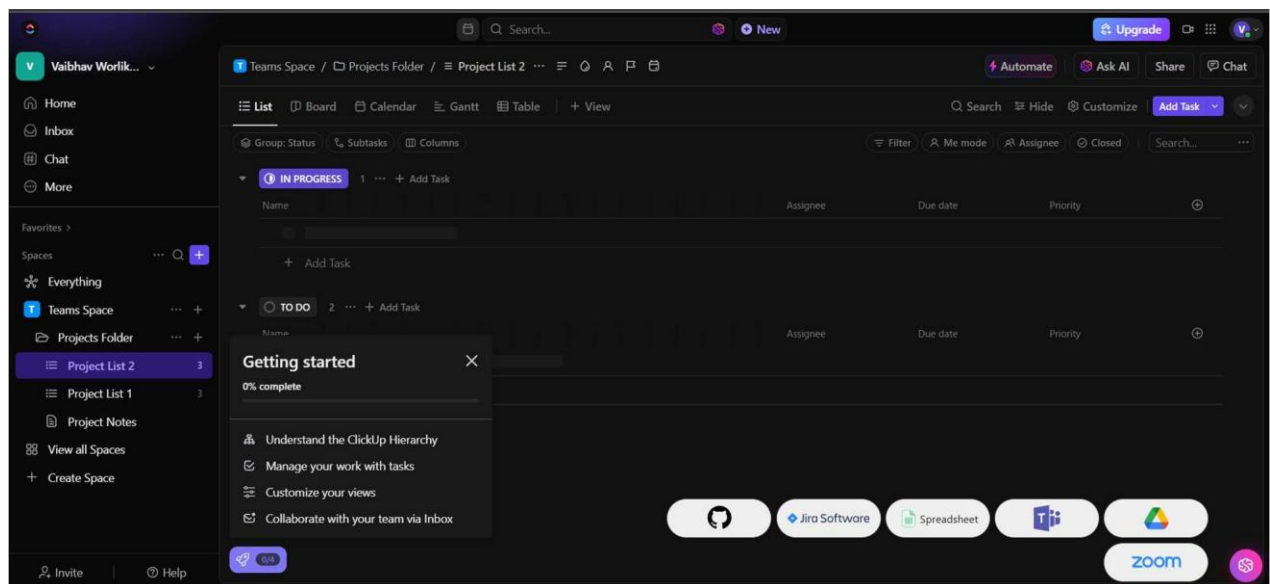
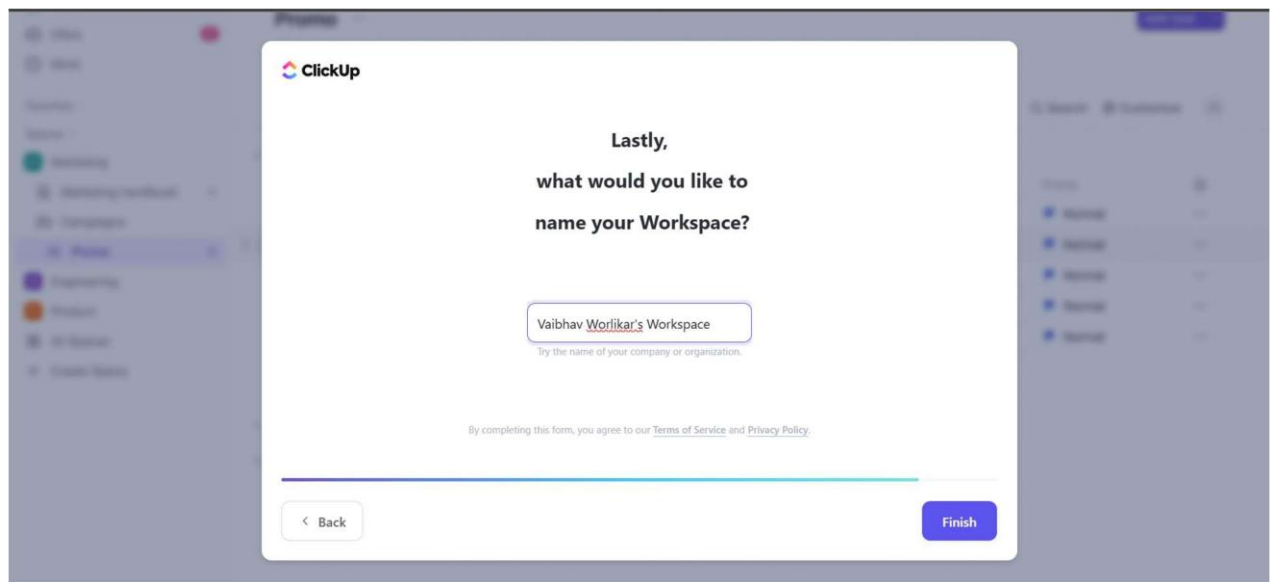
- **Monitor Progress:** Use task completion percentages to track status.
- **Adjust Dependencies:** Update task sequences when project plans change.
- **Generate Reports:** Use ClickUp's reporting features to analyze workload and delays.

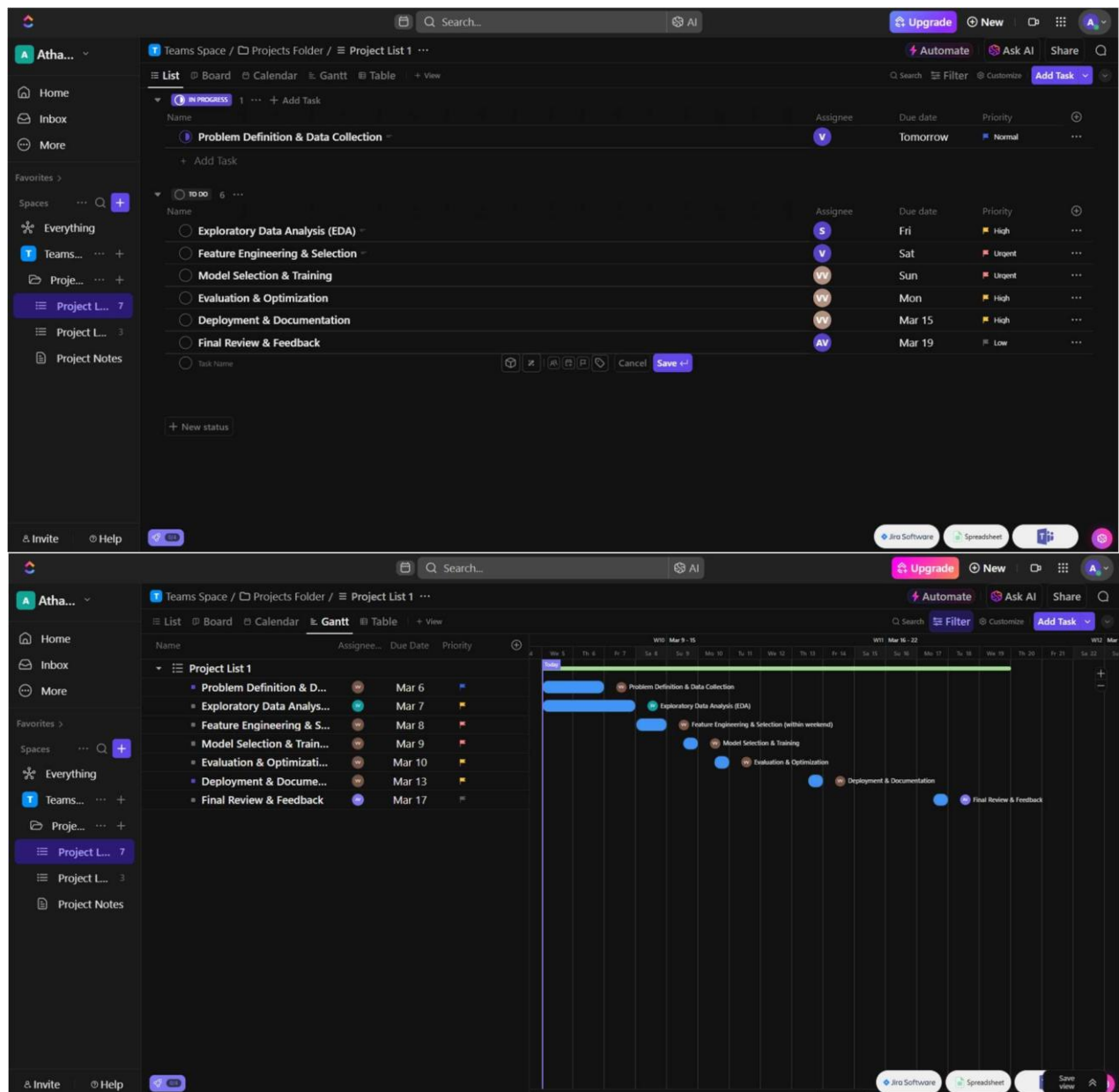
Output:



The image shows the ClickUp login interface. At the top left is the ClickUp logo with the tagline "The everything app for work." At the top right, there is a link "Don't have an account?" and a "Sign up" button. The main content is a white login card with the heading "Welcome back!". It features a "Continue with Google" button, a "Work Email" field with an email icon and placeholder text "Enter your work email", and a "Password" field with a lock icon, placeholder text "Enter password", and a "Forgot Password?" link. Below these fields is a large blue "Log in" button. Underneath the button is the text "or login with SSO". To the right of the login card is a "Help" button with a question mark icon. At the bottom of the page, there is a link "Don't have an account? Sign up" and a small footer note: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."







## Conclusion

This experiment demonstrated the importance of project scheduling using a Gantt chart in ClickUp. By visualizing tasks, dependencies, and deadlines, teams can efficiently manage projects, avoid delays, and ensure smooth workflow execution.