

## EXPERIMENT NO. 8

### TO STUDY PROJECT SCHEDULING USING GNATT CHART IN CLICKUP

#### 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:**

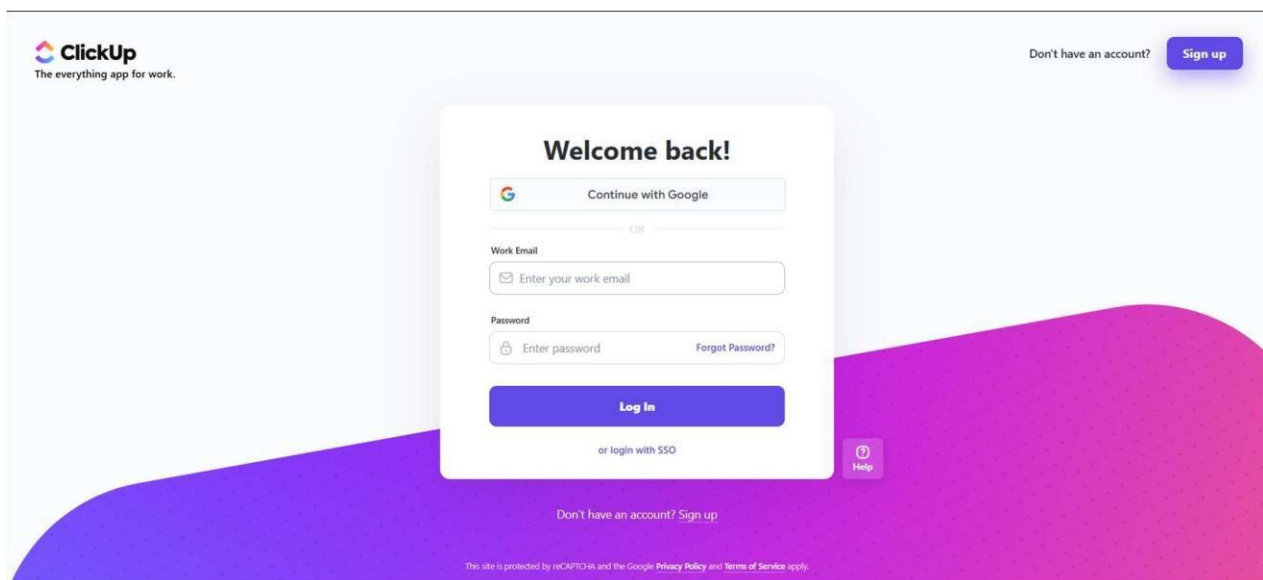
- Click **Spaces > Create New List or Folder**.
- Name your project and define the project scope.
- 3. **Add Tasks to the Project:**
  - Click **New Task**, provide a task name, description, assignee, and due date.
  - Define **task priorities** and set dependencies.
- 4. **Enable Gantt Chart View:**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

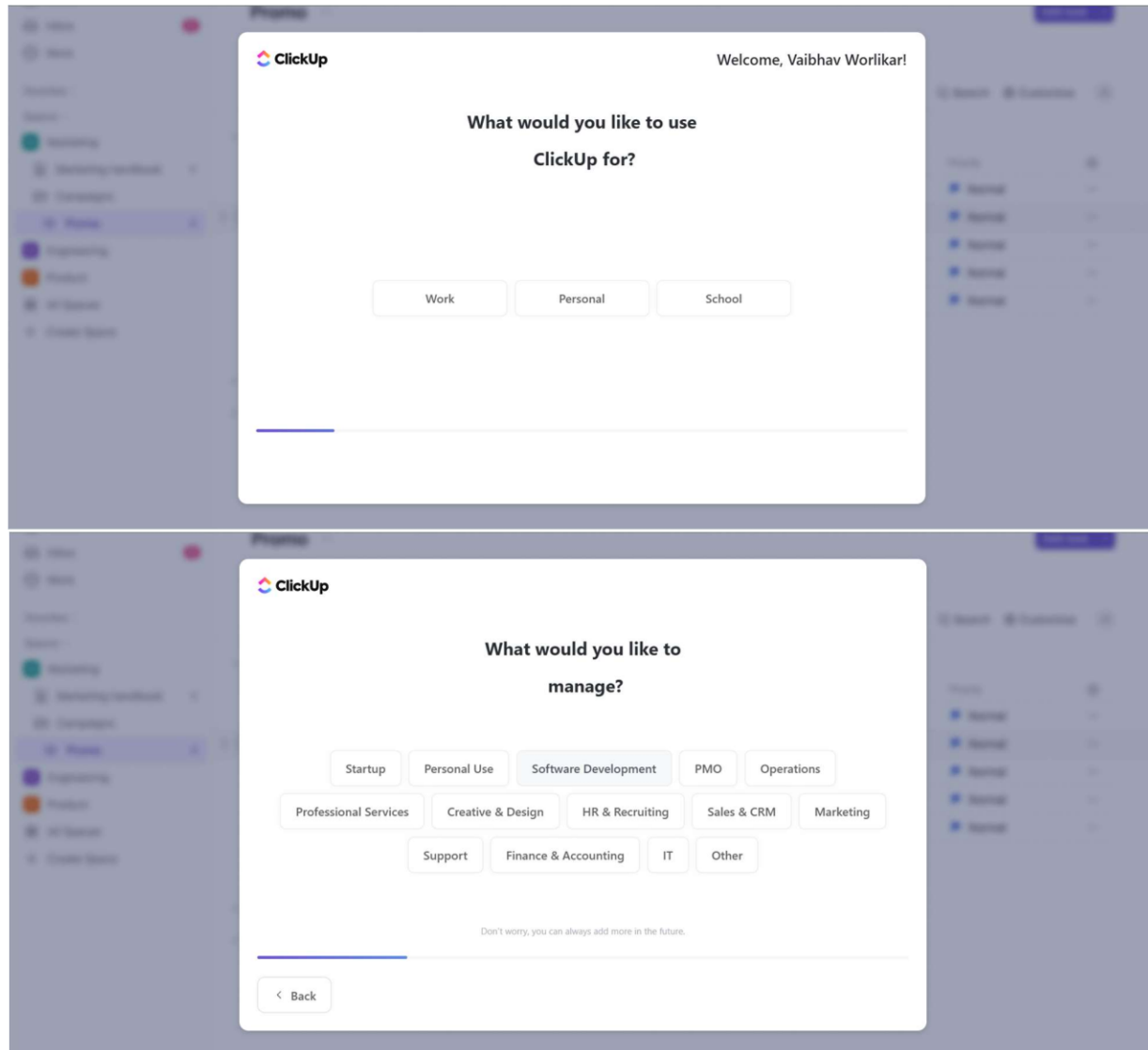
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#### 4. Tracking and Managing a Gantt Chart in ClickUp

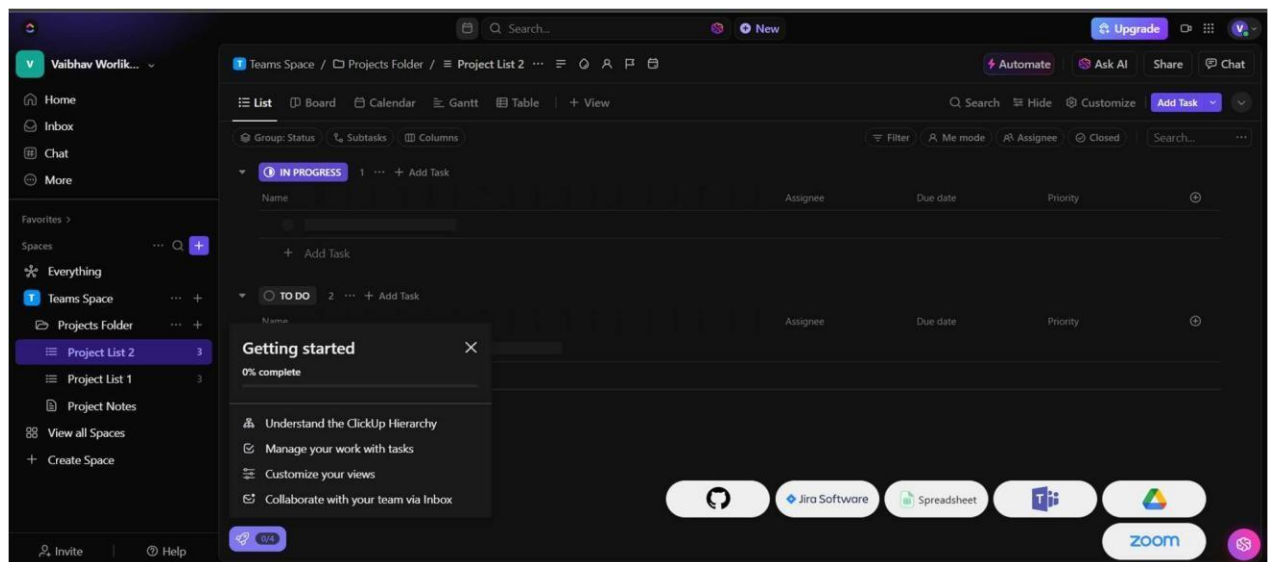
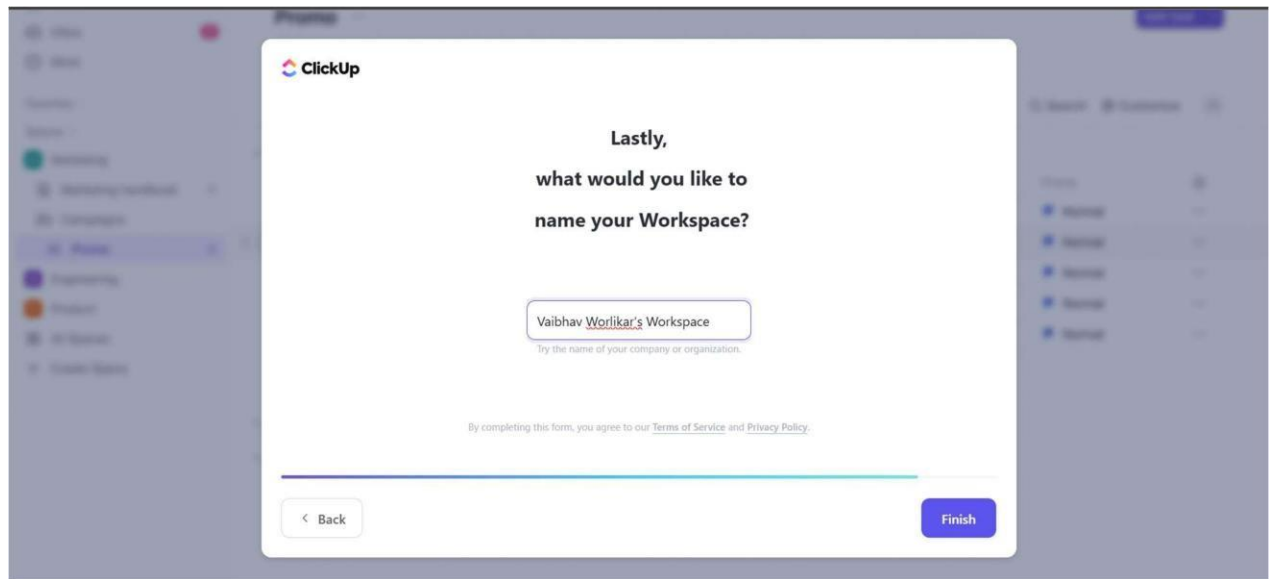
- **Modify Timelines:** Drag tasks to change deadlines dynamically.
- **Monitor Progress:** Use task completion percentages to track status.
- **Adjust Dependencies:** Update task sequences when project plans change.
- **Generate Reports:** Use ClickUp's reporting features to analyze workload and delays.

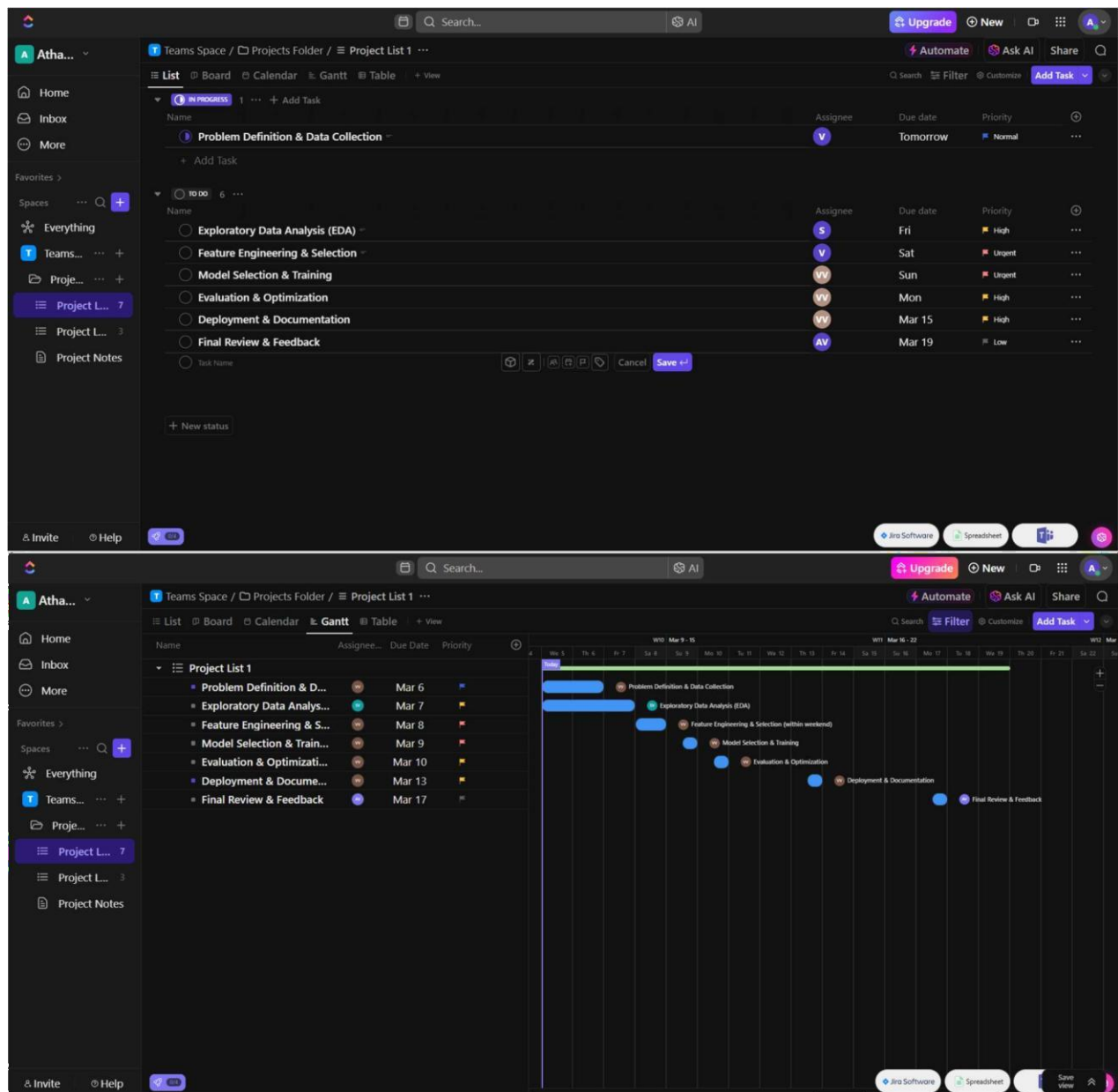
#### Output:





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## 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.