

Lab 1: Gantt Chart

Title: Create a Gantt Chart for a software project in an IT company

Theory:

A Gantt chart is a type of bar chart that illustrates a project schedule. It is used to track the progress of a project by showing the tasks that need to be completed, the estimated start and end dates for each task, and the dependencies between tasks.

Components of a Gantt Chart: A Gantt chart consists of the following key components:

- 1) **Task List:** A list of all tasks required to complete the project.
- 2) **Timeline:** Horizontal axis representing the project timeline, usually divided into days, weeks, or months.
- 3) **Bars:** Vertical bars representing individual tasks, with their length indicating the task's duration.

Steps for the Gantt Chart:

Step 1: Create table and fill up the data

Step 2: Click on INSERT button from the ribbon and on the CHART OPTION click on 3-D Bar or 2-D bar of your choice.

Step3: Now, the blank dialogue box will appear and on the blank dialogue box right click on it and click on SELECT DATA.

Step 4: Now, on the LEGEND ENTRIES section click on ADD button. Then end series dialogue box will appear.

Step 5: And on series name select the START DATE (from column head) and on series value remove default data and select the range of START DATE from the table.

Step 6: Again on the LEGEND ENTRIES section click on ADD button the on the series name select the DURATION (from column head) and on series value remove default data and select the range of DURATION from the table.

Step 7: Now, by right clicking on the dialogue box, select or click on SELECT DATA and on the horizontal category click on EDIT button and select the range of the task from the table and click ok.

Step 8: Select the task list, right click on it and click on FORMAT AXIS. And on the axis position click on categories in reverse order.

Step 9: Select the blue bars, right click and click on FORMAT DATA SERIES and on series option click on NO FILL.

Step 10: Copy START DATE (eg:1-Feb) on new cell and convert it on number from ribbon.

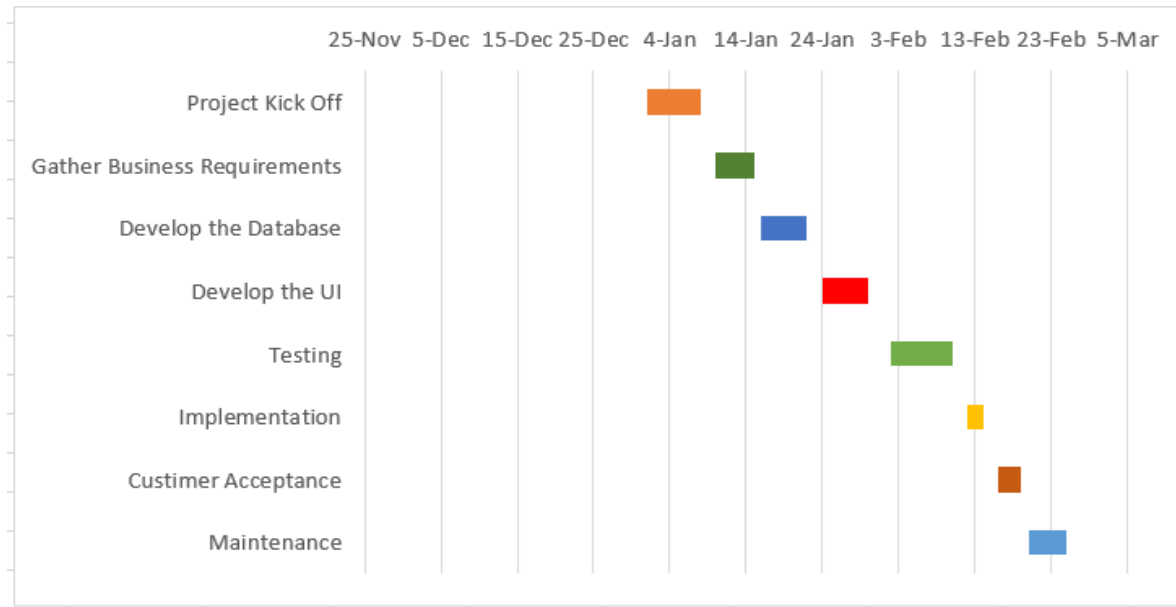
Step 11: Now click on date on the dialogue box, right click and select FORMAT AXIS and on minimum section remove the default number and type the converted number.

Step 12: Change the theme from design option if you wish. (SELECT QUICK LAYOUT and choose the desired template)

Step 13: To change the color of value, select Gantt bar, right click on it and select format data point. Then on series option there will be the color template, select the color you wish.

Here is an example of a Gantt chart for a software project:

Task	Start Date	End Date	Duration
Project Kick Off	1-Jan	8-Jan	7
Gather Business Requirements	10-Jan	15-Jan	5
Develop the Database	16-Jan	22-Jan	6
Develop the UI	24-Jan	30-Jan	6
Testing	2-Feb	10-Feb	8
Implementation	12-Feb	14-Feb	2
Custimer Acceptance	16-Feb	19-Feb	3
Maintenance	20-Feb	25-Feb	5



The above example, shows the Gantt Chart of the software development from start date to the end date.

Conclusion:

Gantt charts, which provide visual representations of project deadlines, activities, and dependencies, are essential tools for project managers. Their advantages in terms of planning, tracking, and communication facilitate effective project execution. Despite their drawbacks, they play a crucial part in effective project management.