What is a Gantt Chart?

A Gantt chart is a type of bar chart used for project management. It visually represents the timeline of a project, breaking down tasks and their dependencies. It shows the start and end dates of tasks, along with their progress. Gantt charts are helpful for planning, coordinating, and tracking the progress of a project.

What does it include?

* Tasks - These are the individual activities or steps needed to complete the project.
* Time frame - The chart typically spans over weeks, months, or even years, depending on the project.
* Start and End Dates - Each task is associated with a start and finish date.
* Dependencies - Arrows or lines may indicate dependencies between tasks, showing which tasks need to be completed before others can start.
* Progress - Bars in the chart may be shaded or coloured to represent the progress of a task (e.g., partially completed, finished).

What does it show?

* The tasks involved in the project.
* The sequence of tasks, including which tasks are dependent on the completion of others.
* The duration of each task, visually represented by a bar spanning from the start date to the end date.
* Progress of the tasks (some charts include a visual indicator of completion).
* The overall project timeline, helping stakeholders understand the schedule and whether the project is on track.

How is it used?

To help teams see what’s in progress, what’s upcoming, and what’s completed