

Lab 1: Create a Gantt Chart for a software project in an IT company.

#### OBJECTIVE:

i) To create a Gantt Chart representing project development/ management procedures.

#### THEORY:

A Gantt chart is a project management tool that illustrates work completed over a period of time in relation to the time planned for the work. A Gantt chart can include the start and end dates of tasks, milestones, dependencies between tasks, assignees, and more.

#### PROCEDURE:

The steps for creating our Gantt chart are as follows:

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.

Step 3: 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 then 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 e.g 1-Jan) 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.

Now, our Gantt Chart is created. To change the themes/colors we can follow additional steps as follows:

(OPTIONAL)

Step 12: Change the theme from design option. 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.

The table created stating the start period, end period and the duration of various tasks during project development stages is given below:

Tasks			
Start Date	End Date	Description	Duration
25-Jul	1-Aug	Preparation	7
5-Aug	15-Aug	Phase 1 Work	10
10-Aug	17-Aug	Phase 2 Work	7
1-Sep	25-Sep	Phase 3 Work	24
5-Oct	9-Nov	Testing	35
23-Nov	11-Dec	Delivery Phase	18

Output :

The Gantt chart of above data is as follows:

