Engineering Leadership Project Timeline (Gantt Chart)

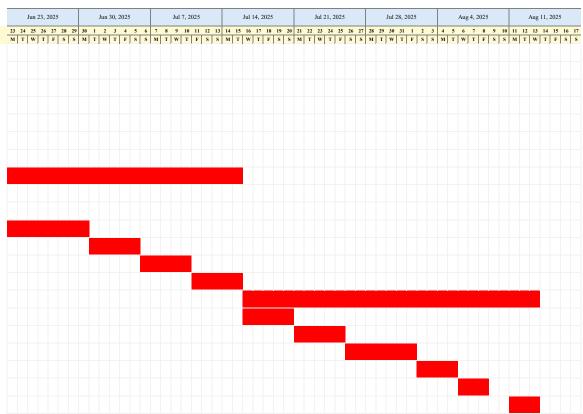**Project start:** Mo, 5.26.2025

Display week: 5

■ Completed ■ Pending

TASK	PROGRESS	START	END	Duration
Milestone 1: Systems Thinking & Strategic Decision-Making Toolkit	100%	5.26.25	6.15.25	20
Review systems thinking principles & leadership models	100%	5.26.25	5.28.25	3
Draft applied systems thinking scenario outlines	100%	5.29.25	5.31.25	3
Design content for Systems Thinking page	100%	6.1.25	6.3.25	3
Build Systems Thinking webpage (visuals, layout)	100%	6.4.25	6.5.25	2
Conduct internal review and integrate peer suggestions	100%	6.6.25	6.10.25	5
Upload the systems thinking and decision-making framework	100%	6.11.25	6.15.25	5
Milestone 2: Communication Strategy & Leadership Philosophy	**0%**	**6.16.25**	**7.15.25**	**30**
Research communication theories (active listening, transparency)	0%	6.16.25	6.18.25	3
Outline personal communication & leadership philosophy	0%	6.19.25	6.20.25	2
Develop real-world conflict resolution & feedback scenarios	0%	6.21.25	6.30.25	10
Create webpage content and design layout	0%	7.1.25	7.5.25	5
Conduct feedback session & make revisions	0%	7.6.25	7.10.25	5
Complete communication and leadership philosophy sections	0%	7.11.25	7.15.25	5
Milestone 3: Ethical Reflections & Final Portfolio Publication	**0%**	**7.16.25**	**8.13.25**	**29**
Research ethical leadership & U.S. workplace culture	0%	7.16.25	7.20.25	5
Write reflections on inclusiveness, diversity, and integrity	0%	7.21.25	7.25.25	5
Finalize content for Ethical Mindset & Cultural Awareness page	0%	7.26.25	8.1.25	7
Conduct full site testing and finalize resume/networking links	0%	8.2.25	8.5.25	4
Finalize ethical reflections and publish complete site	0%	8.6.25	8.8.25	3
Submit final live web portfolio & video presentation	0%	8.11.25	8.13.25	3

About This Template

This template provides a simple way to create a Gantt chart to help visualize and track your project. Simply enter your tasks and start and end dates - no formulas required. The bars in the Gantt chart represent the duration of the task and are displayed using conditional formatting. Insert new tasks by inserting new rows.

Guide for Screen Readers

There are 2 worksheets in this workbook.

TimeSheet
About

The instructions for each worksheet are in the A column starting in cell A1 of each worksheet. They are written with hidden text. Each step guides you through the information in that row. Each subsequent step continues in cell A2, A3, and so on, unless otherwise explicitly directed. For example, instruction text might say "continue to cell A6" for the next step.

This hidden text will not print.

To remove these instructions from the worksheet, simply delete column A.

Additional Help

Click on the link below to visit vertex42.com and learn more about how to use this template, such as how to calculate days and work days, create task dependencies, change the colors of the bars, add a scroll bar to make it easier to change the display week, extend the date range displayed in the chart, etc.

How to Use the Simple Gantt Chart

More Project Management Templates

Visit Vertex42.com to download other project management templates, including different types of project schedules, Gantt charts, tasks lists, etc.
Project Management Templates

About Vertex42

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Businesses will find invoices, time sheets, inventory trackers, financial statements, and project planning templates. Teachers and students will find resources such as class schedules, grade books, and attendance sheets. Organize your family life with meal planners, checklists, and exercise logs. Each template is thoroughly researched, refined, and improved over time through feedback from thousands of users.