# Project Planning - Gantt Charts

Description:

* Visual representation of your project timeline.
* Tasks that you will complete – left hand side.
* Dates you will be completing the tasks.
* Boxes will be filled in to show when you will be completing each task.
* Don’t be afraid to change your plans – versioning.
* Needs to be:
  + Logical
  + Efficient
  + Have accurate predictions.
  + Consistently assign resources – Staffing, costs and timeframe.

A yellow rectangle on a white background

Description automatically generatedHere’s an example of a Gantt Chart made in Excel:

## Calculating Costs

Why is it important to calculate costs?

* Plan finances for the project.
* Add staff to tasks on Gantt charts.
* Calculations should include:
  + Software.
  + Hardware.
  + Wages – Do all staff need to be available for all tasks?
  + Rent.