

SEPM EXP NO: 8

TO STUDY PROJECT SCHEDULING USING GNATT CHART IN CLICKUP

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Theory:

1. Introduction to Project Scheduling

Project scheduling is the process of defining tasks, setting deadlines, assigning responsibilities, and tracking progress to ensure timely project completion. A Gantt chart is a visual tool used for planning and scheduling tasks over a timeline.

1.1 What is a Gantt Chart?

A Gantt chart is a bar chart that represents project tasks and their durations. It helps project managers:

- Visualize task dependencies and overlaps.
- Monitor progress against deadlines.
- Allocate resources effectively.
- Identify bottlenecks early.

1.2 Features of a Gantt Chart

- Task dependencies (finish-to-start, start-to-start, etc.).
 - Milestones to mark key deliverables.
 - Critical path analysis to determine the longest sequence of dependent tasks.
 - Progress tracking using percentage completion.
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2. Introduction to ClickUp

ClickUp is an all-in-one project management tool that offers Gantt charts for scheduling, tracking, and managing tasks efficiently.

2.1 Why Use ClickUp for Project Scheduling?

- Intuitive drag-and-drop interface for adjusting timelines.
 - Supports task dependencies and rescheduling.
 - Real-time collaboration with team members.
 - Automation and notifications to streamline workflows.
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3. Creating a Gantt Chart in ClickUp 3.1 Steps to Create a Gantt Chart in ClickUp

1. Login to ClickUp at [ClickUp Website](#).

2. Create a New Project:

- Click Spaces > Create New List or Folder.
- Name your project and define the project scope.

3. Add Tasks to the Project:

- Click New Task, provide a task name, description, assignee, and due date.
- Define task priorities and set dependencies.

4. Enable Gantt Chart View:

- Go to View Options and select Gantt Chart.
- Adjust start and due dates to organize the timeline.

5. Define Dependencies:

- Click and drag connectors between tasks to create relationships (e.g., Task B starts after Task A).

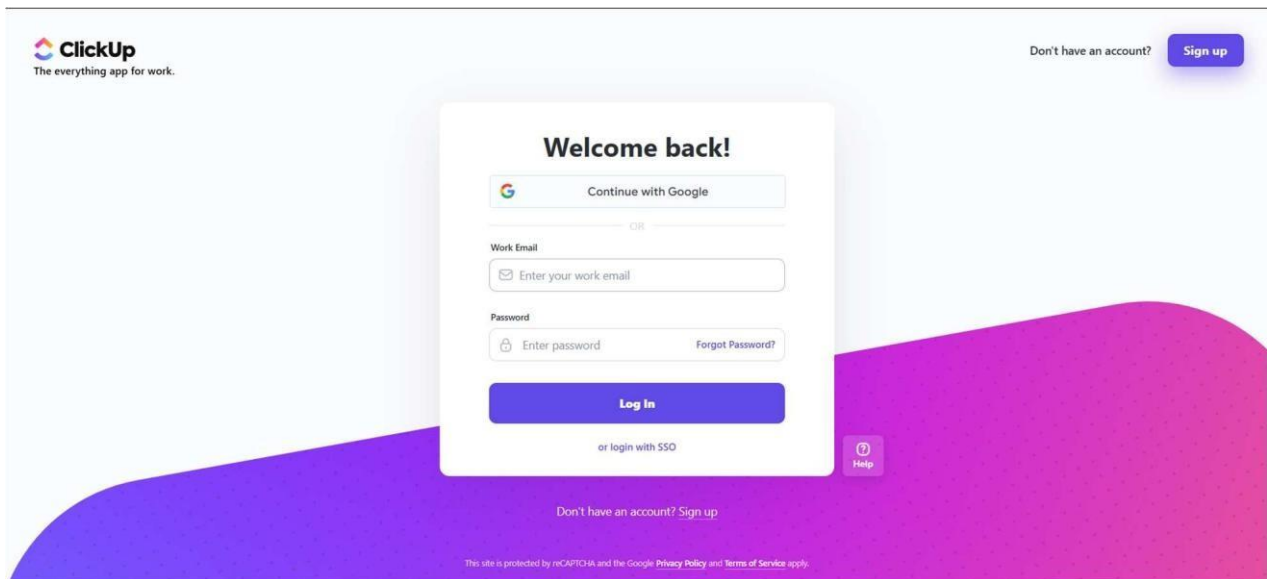
6. Set Milestones:

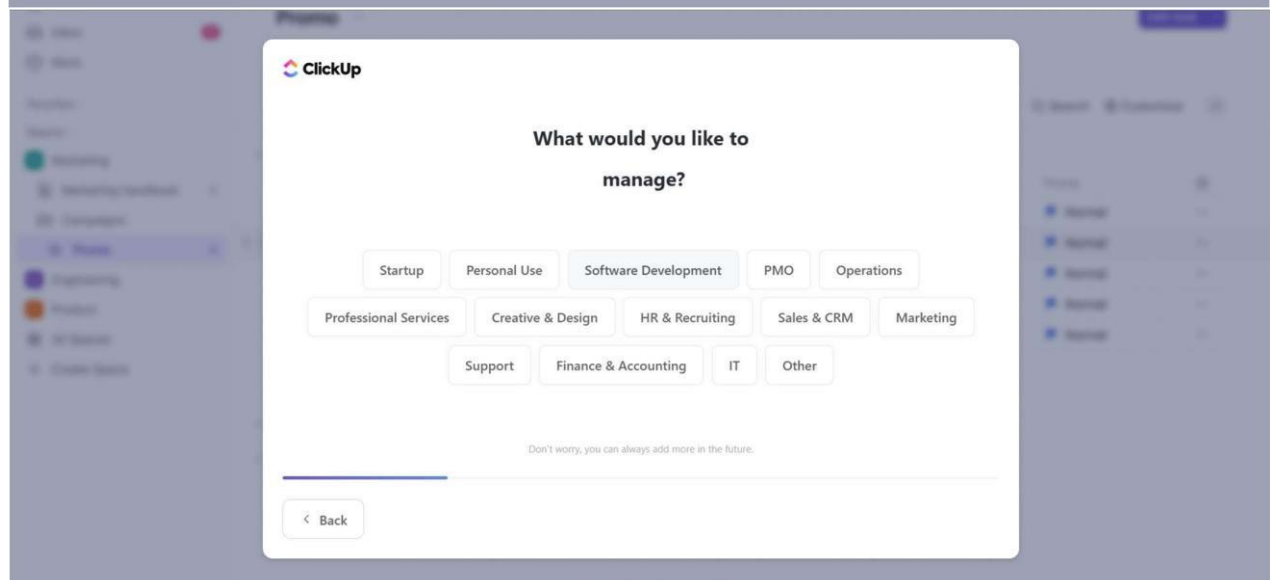
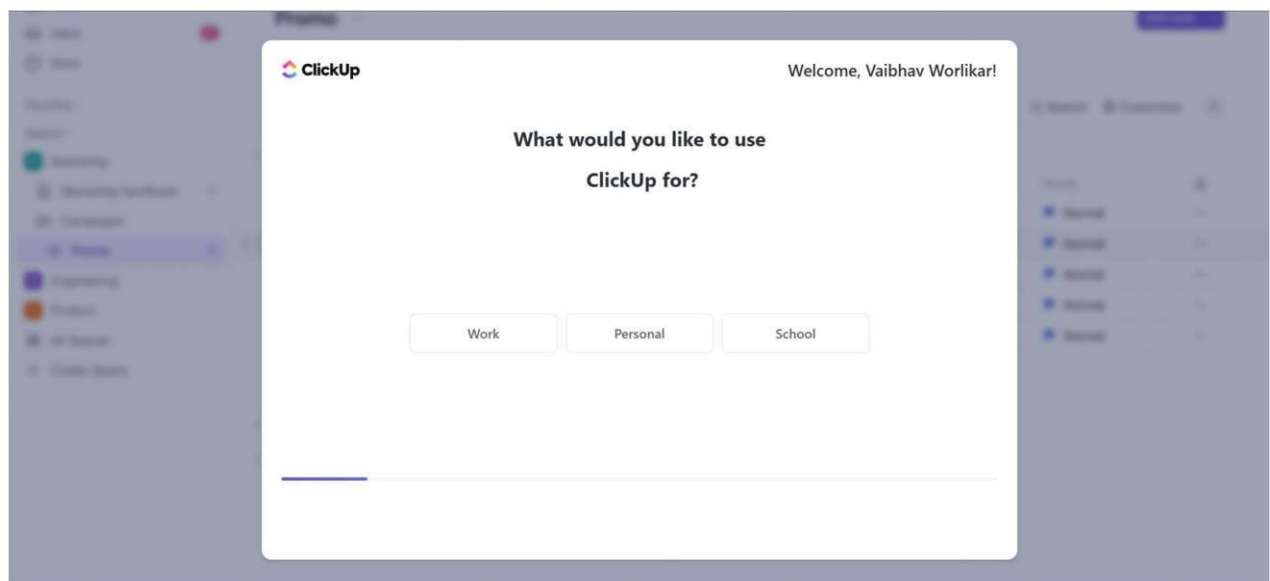
- Identify key deadlines and mark them as Milestones.

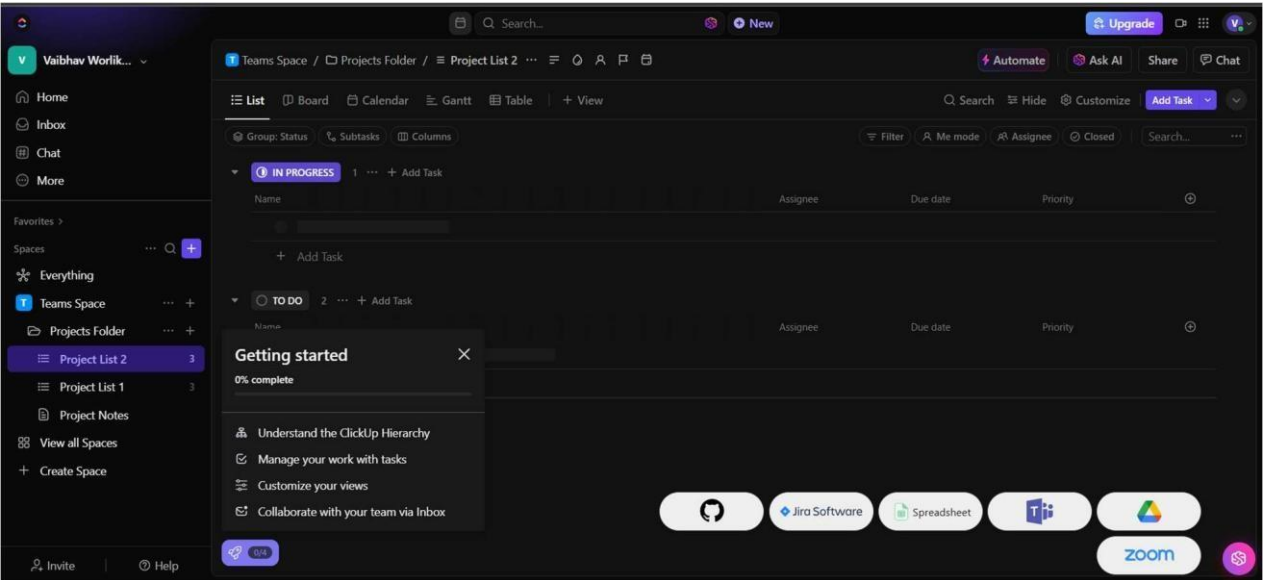
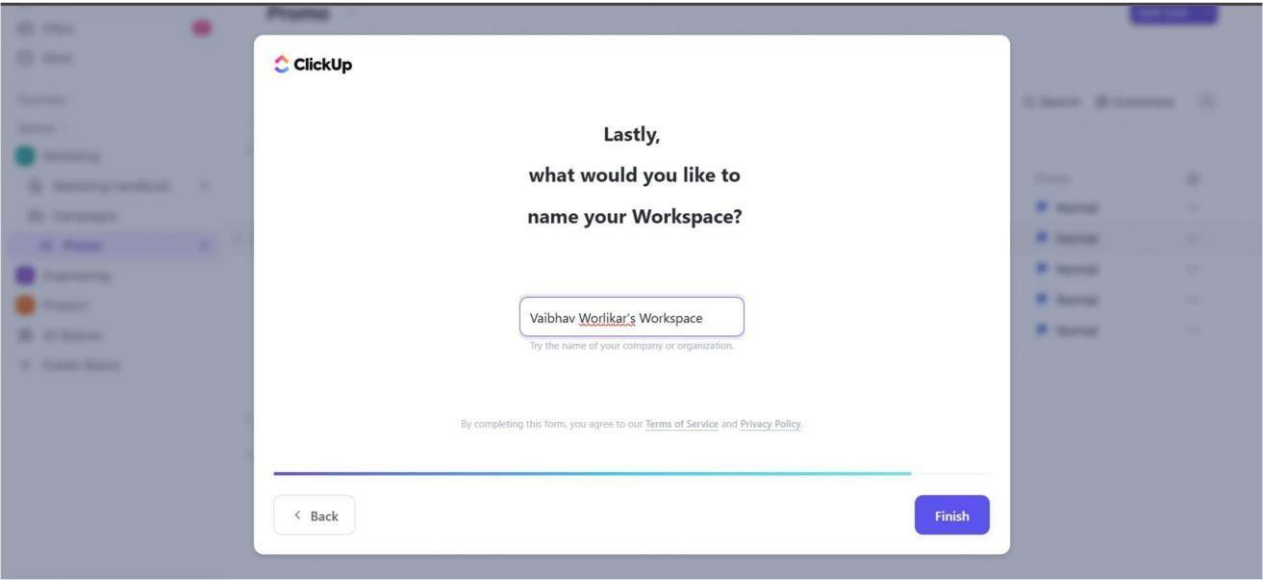
4. Tracking and Managing a Gantt Chart in ClickUp

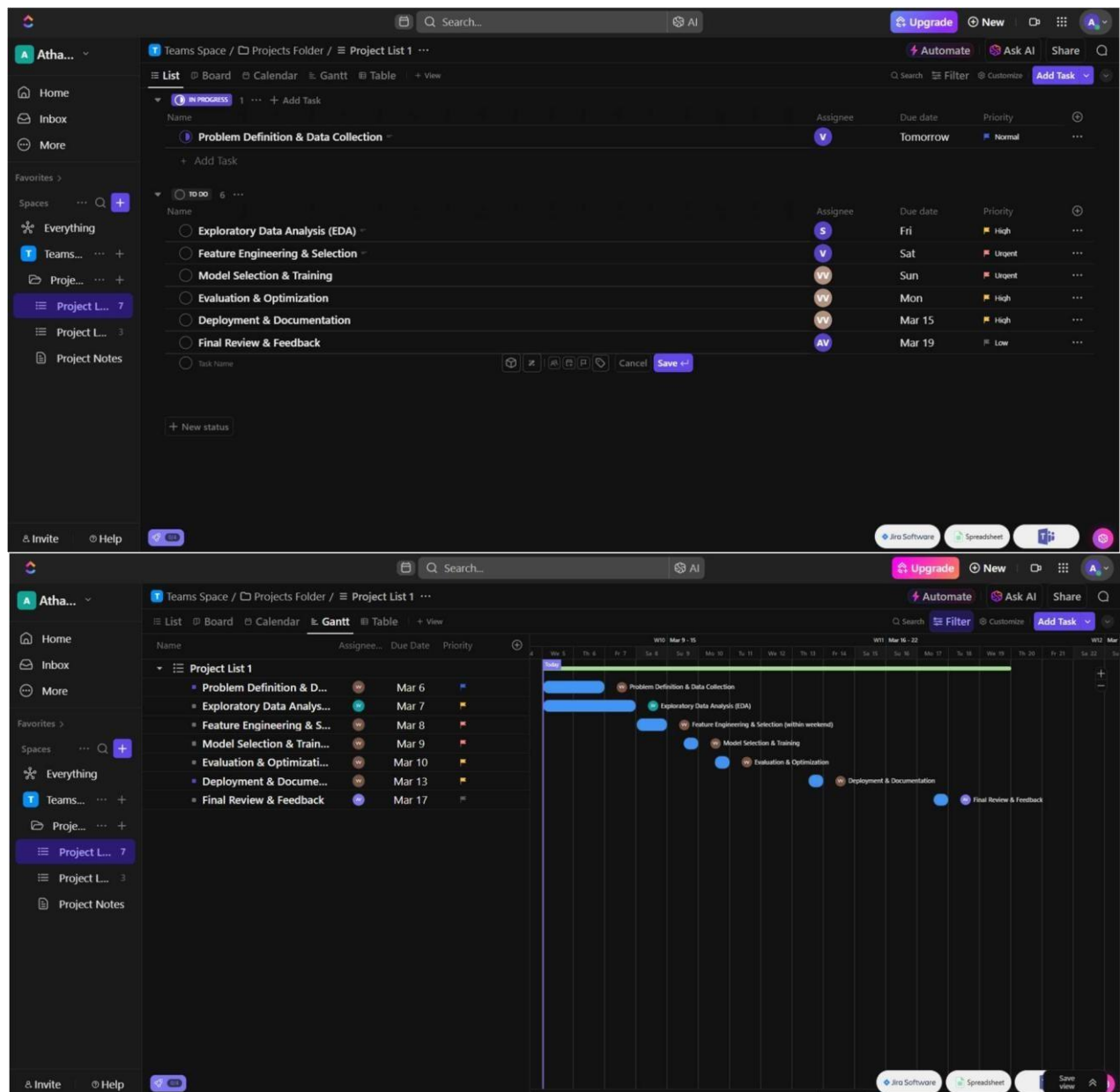
- **Modify Timelines:** Drag tasks to change deadlines dynamically.
- **Monitor Progress:** Use task completion percentages to track status.
- **Adjust Dependencies:** Update task sequences when project plans change.
- **Generate Reports:** Use ClickUp's reporting features to analyze workload and delays.

Output:









Conclusion

This experiment demonstrated the importance of project scheduling using a Gantt chart in ClickUp. By visualizing tasks, dependencies, and deadlines, teams can efficiently manage projects, avoid delays, and ensure smooth workflow execution.