# **Experiment no. 8: To Study Project Scheduling using Gantt Chart in Click Up.**

### **Gantt Chart**

A Gantt Chart is a visual project management tool used for scheduling tasks over time. It helps teams plan, track, and manage projects by displaying tasks, deadlines, dependencies, and progress in a timeline format.

# **Gantt Charts in ClickUp**

ClickUp provides an intuitive Gantt Chart feature that allows teams to:

- Plan Projects Efficiently → Define timelines and dependencies.
- Track Progress → Monitor task completion visually.
- Adjust Schedules Easily → Drag-and-drop tasks to reschedule.
- Enhance Collaboration → Assign tasks and track workload.

# Steps to Create a Gantt Chart in ClickUp

- 1. Set Up a ClickUp Workspace
  - 1. Sign in to ClickUp or create an account.
  - 2. Create a new project or choose an existing one.

#### 2. Add Tasks and Define Milestones

- 1. Navigate to the List View and create tasks.
- 2. Set start and due dates for each task.
- 3. Define milestones for key project checkpoints.

#### 3. Open the Gantt Chart View

- 1. Click on the View button and select Gantt Chart.
- 2. The tasks appear in a timeline format based on their start and due dates.

### 4. Set Dependencies

- 1. Click on a task and drag the dependency line to another task.
- 2. Choose from four types of dependencies:
  - o Finish-to-Start (FS)  $\rightarrow$  Task A must finish before Task B starts.
  - o Start-to-Start (SS)  $\rightarrow$  Task A and B start at the same time.

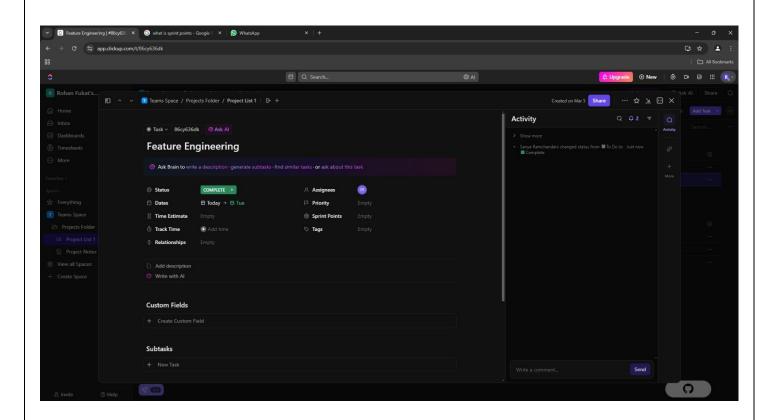
- o Finish-to-Finish (FF)  $\rightarrow$  Task A and B finish together.
- $\circ$  Start-to-Finish (SF)  $\rightarrow$  Task A must start before Task B finishes.

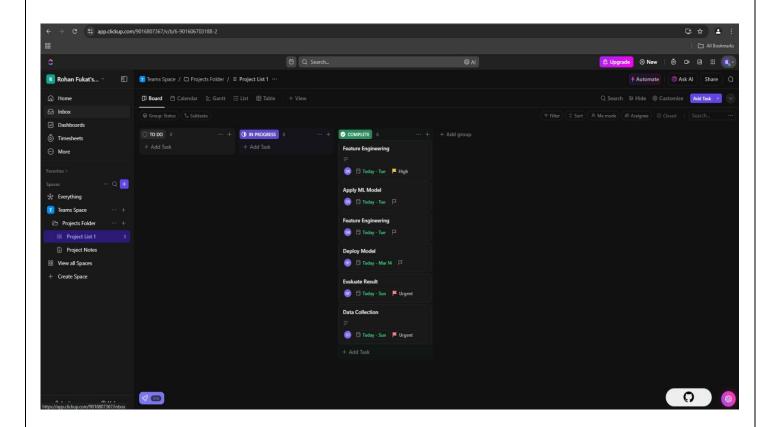
## 5. Monitor and Adjust the Project Schedule

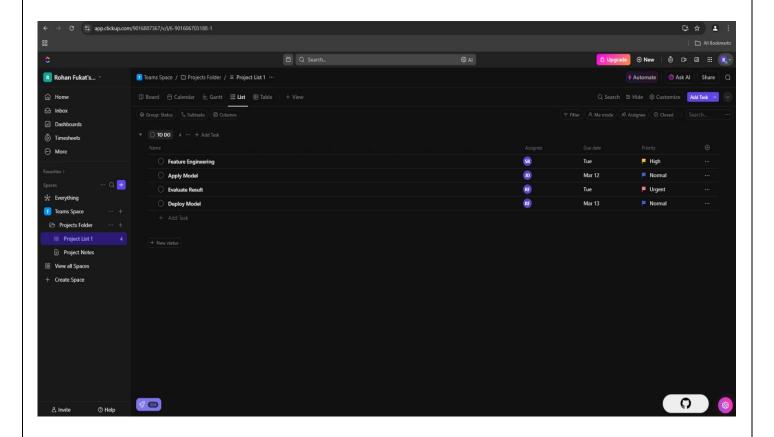
- 1. Drag tasks to reschedule them if needed.
- 2. Use color codes to track task status (e.g., In Progress, Completed, Delayed).
- 3. Enable auto-scheduling to adjust dependencies dynamically.

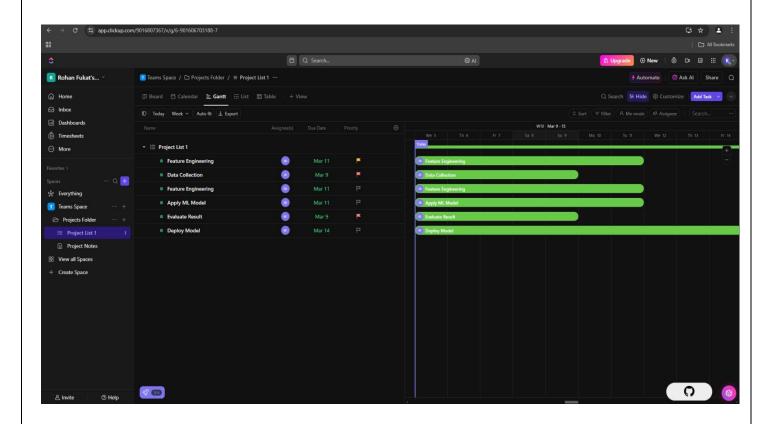
## **Benefits of Using ClickUp Gantt Charts**

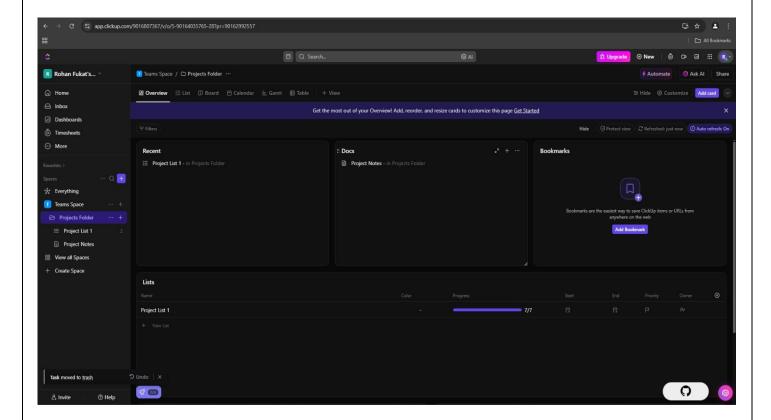
- Real-Time Tracking → Monitor project timelines effectively.
- Improved Team Coordination → Assign tasks and manage workload.
- Flexibility → Easily reschedule tasks and update dependencies.
- Customizable Views → Adjust settings to fit your project needs.











Conclusion: Thus, we have successfully studied project scheduling using Gantt Chart in Click Up.