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## **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 description, select a category of Goal, Milestone, On Track, Low Risk, Med Risk, High Risk, Progress as a percent of task completion, a Start Date and Number of days to complete the task. The Gantt chart fills in and is color coded to help distinguish the various categories. A scroll bar allows you to scroll through the timeline. Insert new tasks by inserting new rows.

## **Guide for Screen Readers**

There are 2 worksheets in this workbook.

Gantt Chart 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.

This is a working document, so you are able to edit this char as needed.