Instructions on creating Gannt chart in MS Excel.

First you have to add the data to the spreadsheet.

List the tasks first of all in one column.

In the next column list the starting week for each task.

In the third column list the duration of the task. So would have something like (note: its a lot easier with one member. The week columns should not overlap).

|		
Task 1 (Member 1)	0	2
Task 2 (Member 2)	0	2
Task 3 (Member 1)	2	3
Task 4 (Member 2)	2	2
Task 5 (Member 1)	5	2
Task 6 (Member 2)	4	3
Task 7 (Member 1)	7	4
Task 8 (Member 2)	7	3
Task 9 (Member 1)	11	1
Task 10 (Member 2)	10	2

Now select all data and Insert chart, opt for a stacked bar chart. You should get something like this:
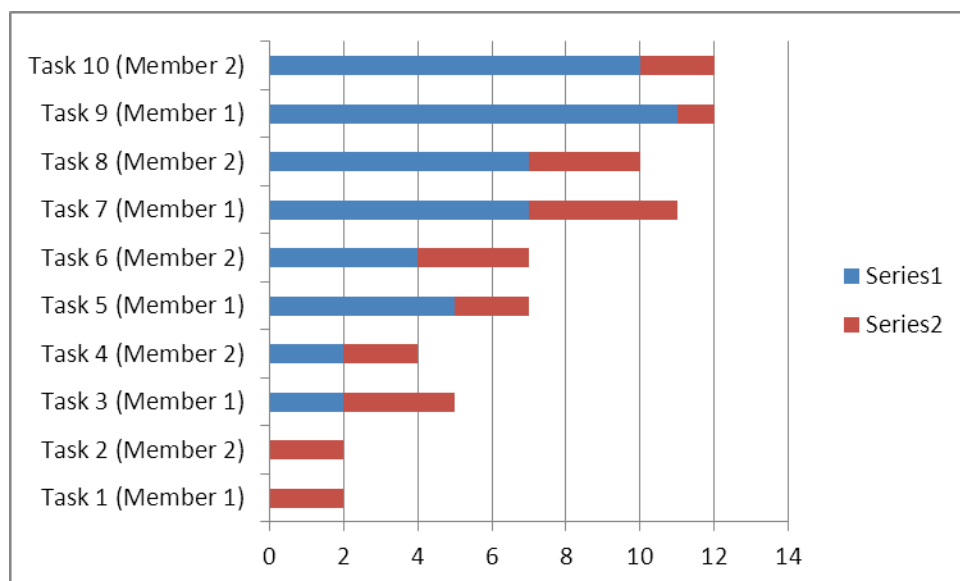

Select the Series 1 bars, the blue ones above by clicking on them:
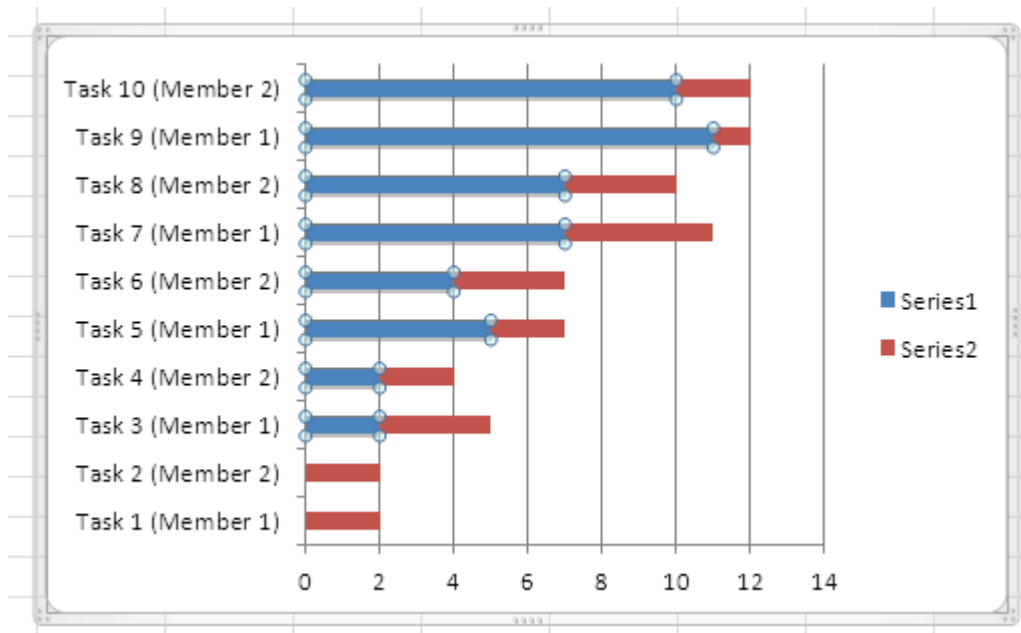
Now right click on them and select format data series. In the sub menu select the fill option and choose **NO** fill. This will make these series bars disappear as in the figure below:
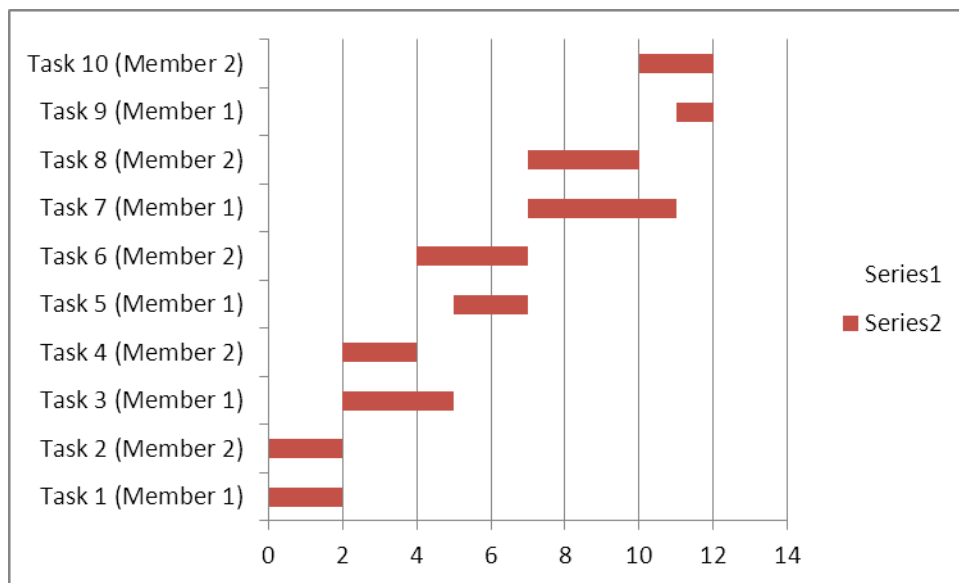

The gannt chart tasks normally go from top to bottom with time going from left to right so we need to reverse the Y axis. To do this, left click the Y axis labels so they are selected then right click them and choose format axis.
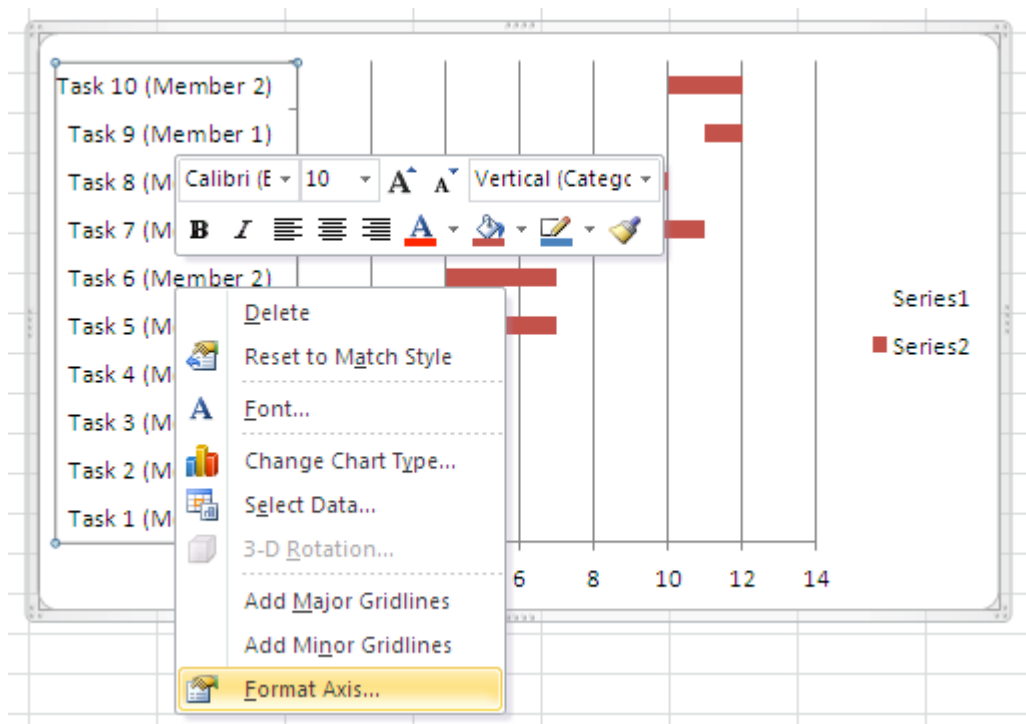
When you select format axis there is a checkbox for Categories in reverse order, select this box to reverse the task order to top down.
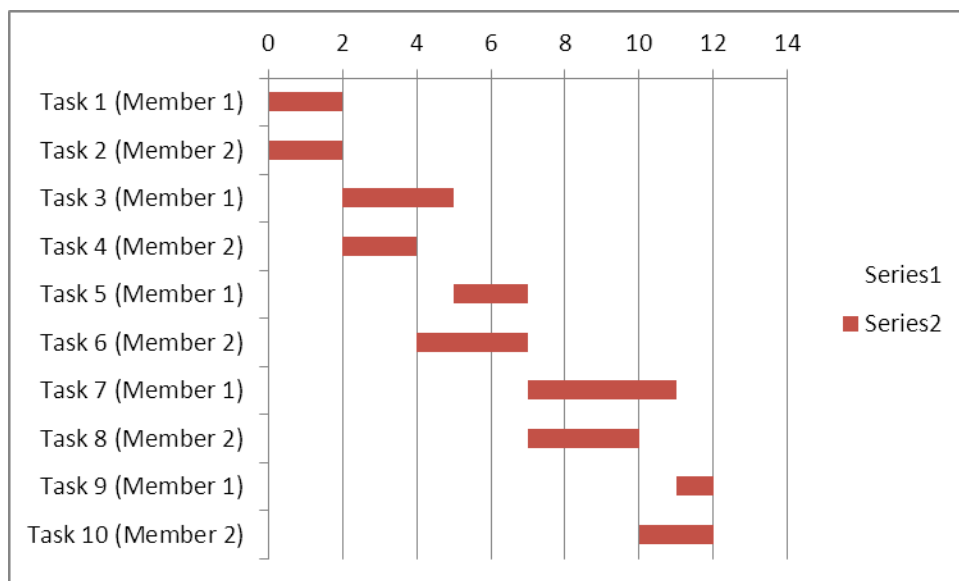

You can change the colour of the individual bars by first clicking on them (this will select them all) and them clicking the one you want to change the colour of (this will select only one). Right clicking on this allows you to format the data point (select from sub-menu) and change the colour to whatever colour you like. I want to make all those for member 1 blue.
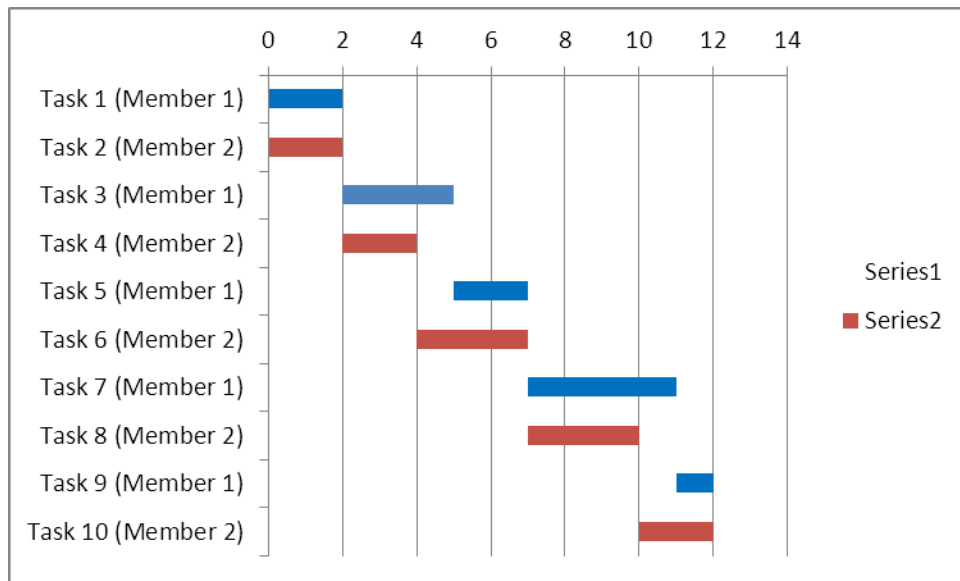
All that remain to do now is some adjustments to the legent on the right hand side off the chart. To do this we need to play around with the data. Right click the plot area and select, "select data" as below:
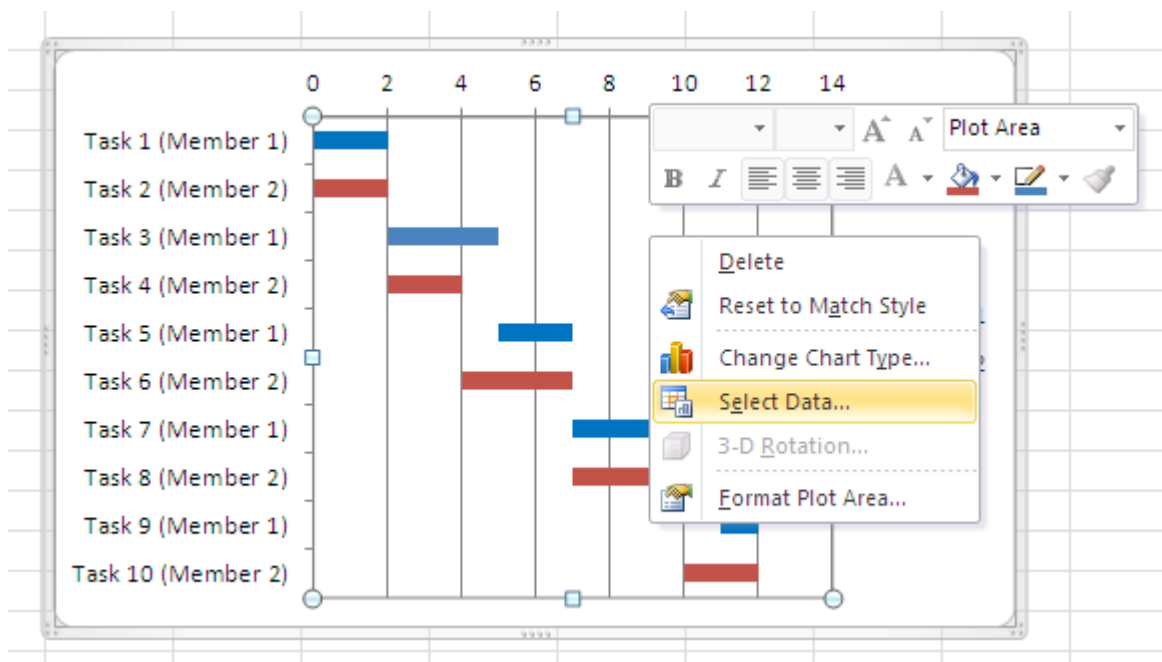
This will show the different series that exist and the cells where the data resides for the series. As one of our series is a dummy one we want to remove the series name from the legend. This will be Series 1 in the graph above.
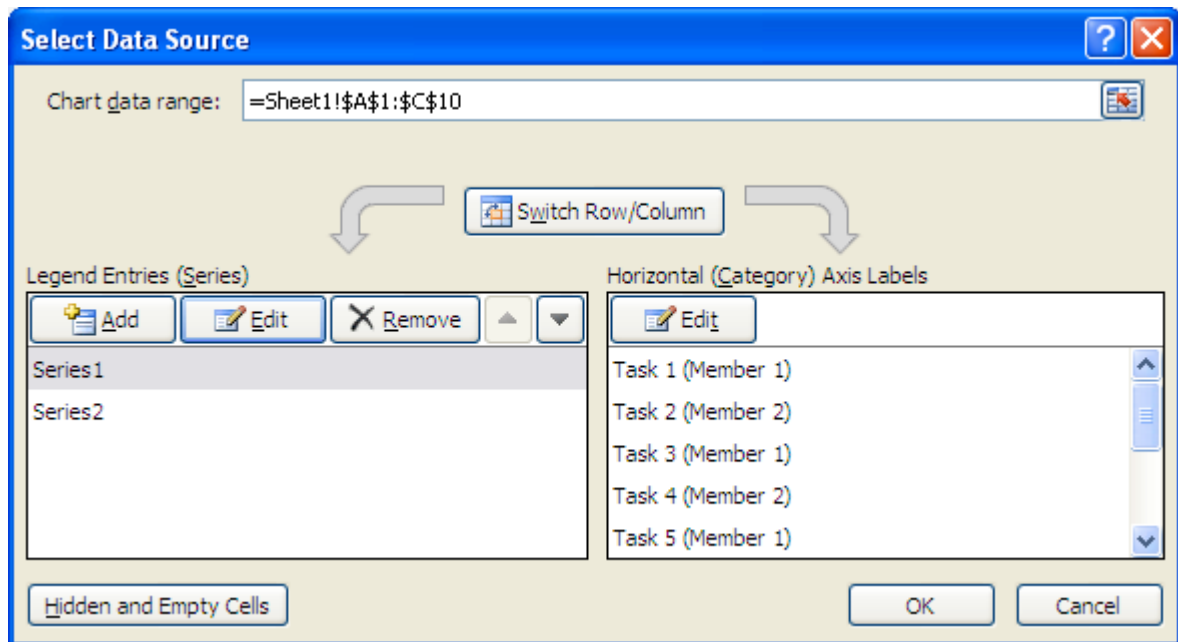
Click on series 1 in the window that pops up and select edit to reveal another pop up window where you can change the name.
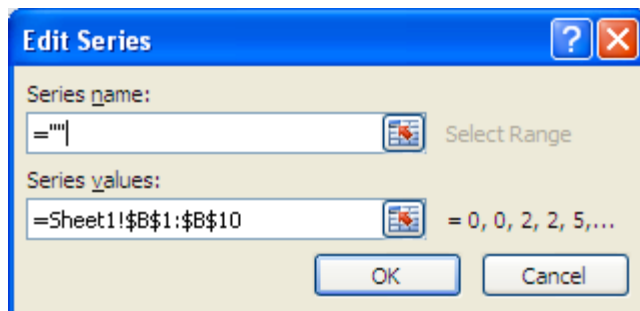
Make the series name equal to the empty string as shown above. This will remove it from the legend.

Now we must add in another dummy series for member 1 that we can colour blue in the legend to match the task colours in the chart.

In the select data source window above, click add and you will get the following:
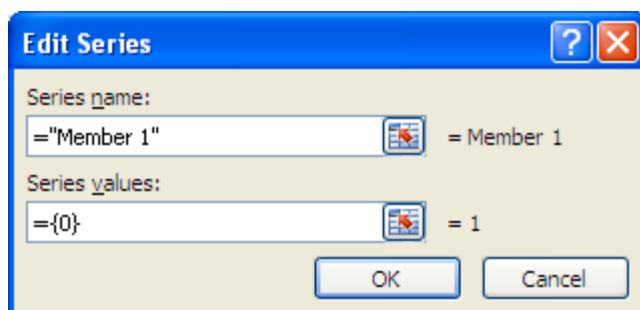

Here I choose the name "Member 1" for the series name and {0} for the values as there are none. Click ok and this will be added to the legend.

Edit Series 2 in the same way to change the name to Member 2 or whatever your team members actual names are.

You can change the order of the series in the select data source window by using the "move up" or "move down" buttons.
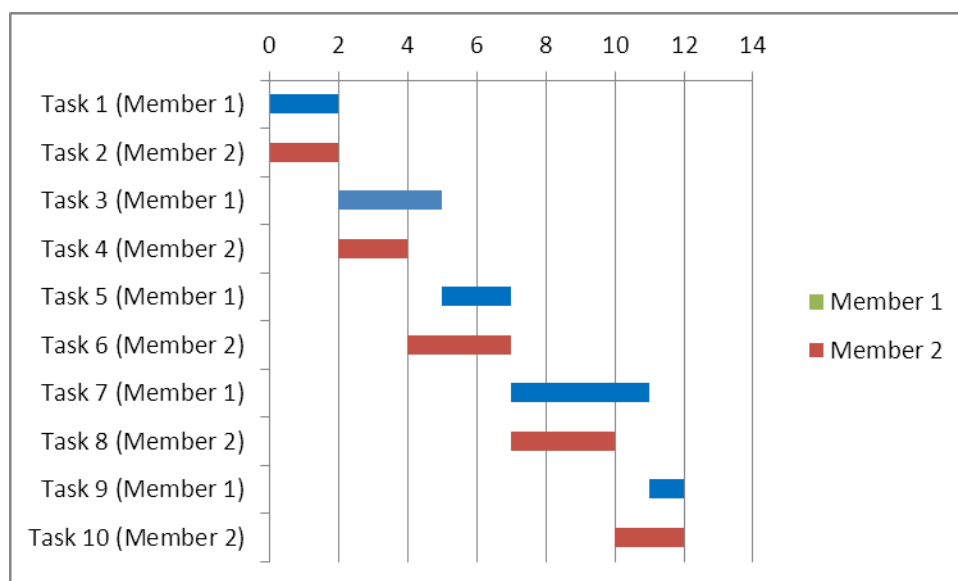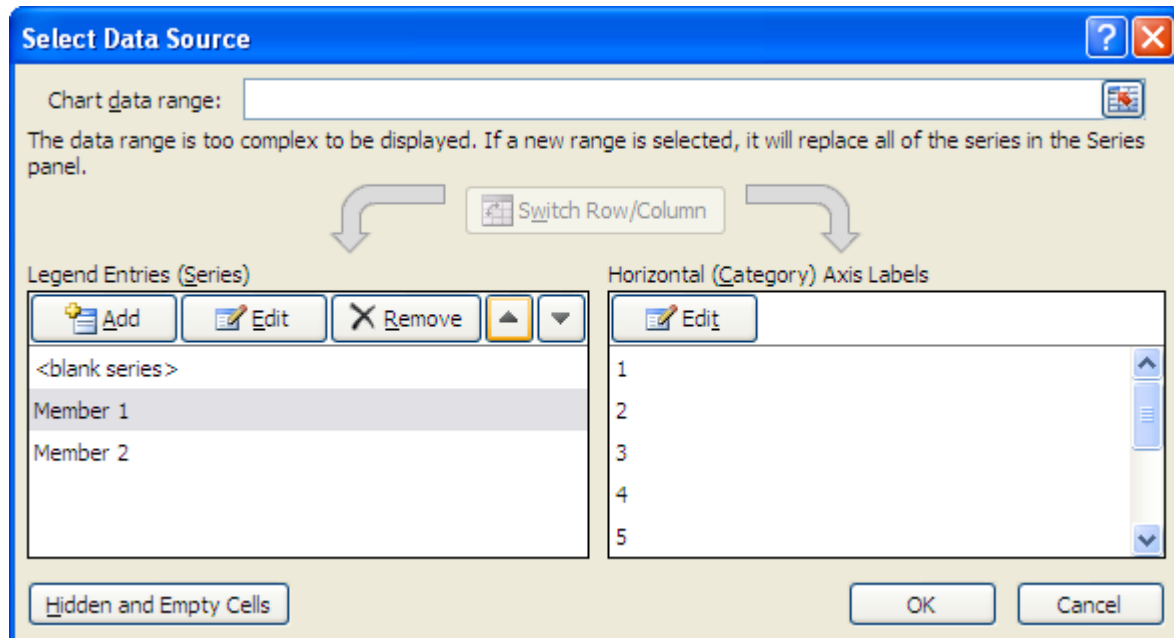
The very last thing to do is change the colour of the legend for member 1 to that of the task bars by selecting the legend then selecting the legend key you want to change the colour of then right clicking and changing the fill colour (to blue in this case).
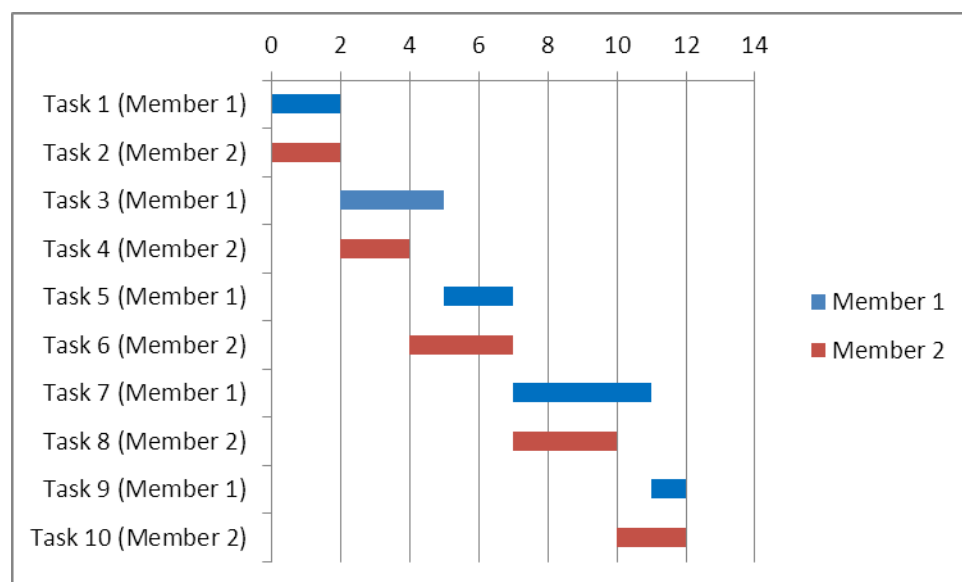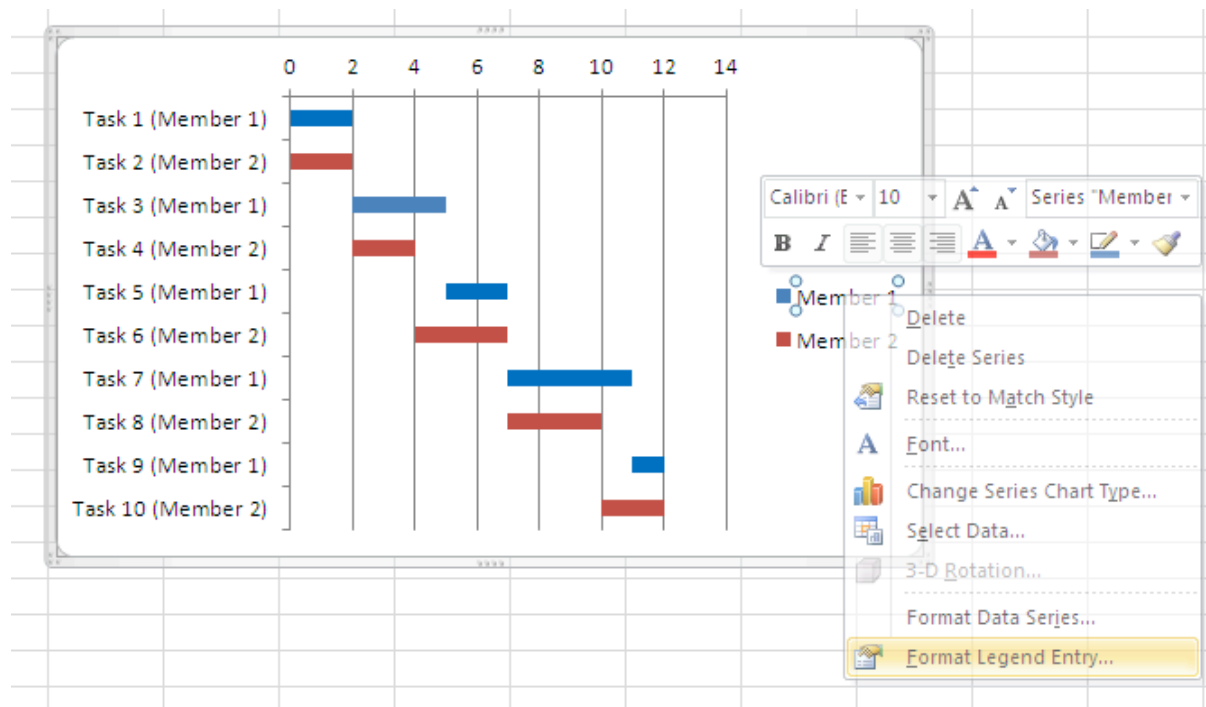
And that's it. You can copy this into a word doc now but keep it on file in case there are changes to the plan. Most of the time then you just need to change the data in spreadsheet cells and the chart should change automatically.