**Chapter 3 Case Study**

Task List and Gantt Chart

1. Choose a simple project such as registering for school, hosting a party or event, buying a car
2. Using the General Planning document (myTCC > Assignments> Inclass Chapter 3 Case Study) list out all the tasks and milestones that will have to be completed for the task to be successful.
   1. Assign a length of time for each task
   2. A Date to start (use March 1)
   3. Identify any tasks that are dependent on another task
3. Enter the name of the Project on the space provided
4. Highlight the milestones in red
5. Next, create a Gantt chart using Word, Excel for this project.