**New Hand On 3- GANTT Chart by Microsoft Project 2021**

Creating a **Gantt Chart** in Microsoft Project is essential for visualizing the project schedule, tracking progress, and managing task dependencies. Below is a step-by-step guide to creating a Gantt Chart for the **loan approval and rejection project** at the Central Bank of Bangladesh.

**Step-by-Step Process to Create a Gantt Chart in Microsoft Project 2021**

**Step 1: Open Microsoft Project**

1. **Launch Microsoft Project 2021**.
2. **Open your project file** (if you have already created the loan project) or start a new project.

**Step 2: Switch to Gantt Chart View**

1. **Select the Gantt Chart View**:
   * Go to the **View tab** on the ribbon.
   * Click on **Gantt Chart** in the **Task Views** group. This view allows you to visualize tasks along a timeline.

**Step 3: Enter the Project Title**

1. **Create a top-level task**:
   * In the **Task Name** column, type the project title: **"Loan Approval and Rejection Project"**.
   * Press **Enter** to add it.
2. **Set this task as a summary task**:
   * Right-click the task and select **Task Information**. Ensure the **Summary** checkbox is checked.

**Step 4: Enter Major Deliverables and Tasks**

1. **Input Major Deliverables**:
   * Below the project title, enter the major deliverables as outlined in your Work Breakdown Structure (WBS):
     + **Project Initiation**
     + **Project Planning**
     + **Project Execution**
     + **Project Monitoring and Controlling**
     + **Project Closure**
   * Indent these tasks to indicate they are sub-tasks of the project title by selecting the task and using the **Indent Task** button or pressing **Alt + Shift + Right Arrow**.
2. **Add Detailed Tasks**:
   * For each major deliverable, enter the detailed tasks. For example:
     + **Under Project Initiation**:
       - Identify Stakeholders
       - Develop Project Charter
       - Conduct Kick-off Meeting
     + **Under Project Planning**:
       - Define Loan Approval Criteria
       - Develop Risk Management Plan
       - Create Project Schedule
       - Allocate Resources
     + **Continue entering tasks** for Execution, Monitoring and Controlling, and Closure.

**Step 5: Set Task Durations and Start Dates**

1. **Enter Durations**:
   * In the **Duration** column next to each task, specify the estimated time required for completion (e.g., "3 days", "5 days").
2. **Set Start Dates**:
   * In the **Start** column, enter the starting date for each task. If a task depends on another, start it after the preceding task's end date.

**Step 6: Define Task Dependencies**

1. **Add Dependencies**:
   * In the **Predecessors** column, link tasks that rely on one another. For example:
     + "Develop Project Charter" might depend on "Identify Stakeholders".
     + Use task IDs (e.g., 2, 3) to indicate dependencies.

**Step 7: Adjust the Gantt Chart View**

1. **Customize the Gantt Chart**:
   * Adjust the timeline by zooming in or out to fit the project duration. Use the **Zoom** options in the ribbon.
   * You can also modify the bar styles to distinguish between different phases or types of tasks. Right-click on a task bar in the Gantt Chart, select **Bar Styles**, and customize as needed.

**Step 8: Review the Gantt Chart**

1. **Ensure Accuracy**:
   * Review the Gantt Chart for accuracy in task durations, dependencies, and overall project flow.
   * Make adjustments as needed.

**Step 9: Save Your Project**

1. **Save your project file** to preserve your Gantt Chart and associated information.
   * Go to **File > Save As** and choose a location on your computer.

**Example Gantt Chart Representation**

Here’s a simple representation of what the Gantt Chart might look like with the key tasks and their durations:

| **Task Name** | **Duration** | **Start** | **Finish** | **Predecessors** |
| --- | --- | --- | --- | --- |
| **Loan Approval and Rejection Project** |  |  |  |  |
| Project Initiation |  |  |  |  |
| Identify Stakeholders | 3 days | 01/01/2024 | 01/03/2024 |  |
| Develop Project Charter | 5 days | 01/04/2024 | 01/08/2024 | 1 |
| Conduct Kick-off Meeting | 1 day | 01/09/2024 | 01/09/2024 | 2 |
| Project Planning |  |  |  |  |
| Define Loan Approval Criteria | 4 days | 01/10/2024 | 01/13/2024 | 3 |
| Develop Risk Management Plan | 3 days | 01/14/2024 | 01/16/2024 | 4 |
| Create Project Schedule | 5 days | 01/17/2024 | 01/21/2024 | 5 |
| Allocate Resources | 2 days | 01/22/2024 | 01/23/2024 | 6 |
| Project Execution |  |  |  |  |
| Implement Loan Processing System | 10 days | 01/24/2024 | 02/07/2024 | 7 |
| Train Staff on New Processes | 5 days | 02/08/2024 | 02/12/2024 | 8 |
| Monitor Loan Applications | 15 days | 02/13/2024 | 03/04/2024 | 9 |
| Project Monitoring and Controlling |  |  |  |  |
| Track Project Progress | 5 days | 03/05/2024 | 03/09/2024 | 10 |
| Review Budget and Resources | 3 days | 03/10/2024 | 03/12/2024 | 11 |
| Conduct Regular Team Meetings | 2 days | 03/13/2024 | 03/14/2024 | 12 |
| Project Closure |  |  |  |  |
| Finalize Documentation | 4 days | 03/15/2024 | 03/18/2024 | 13 |
| Conduct Lessons Learned Session | 1 day | 03/19/2024 | 03/19/2024 | 14 |
| Close Contracts | 2 days | 03/20/2024 | 03/21/2024 | 15 |

By following these steps, you can create a comprehensive **Gantt Chart** in Microsoft Project 2021 for the **loan approval and rejection project**. This chart will provide a clear visual representation of the project timeline, facilitating better planning, resource allocation, and monitoring of progress throughout the project's lifecycle.