United International University
QUEST FOR EXCELLENCE

Report:
Gantt Chart User Manual

Course Code: PMG 4101
Course Title: Project Management

Submitted By
Khandaker Abrar Yasir (011193046)

Section: B
Department of Computer Science and Engineering

Submitted To
Dr. Hasan Sarwar
Professor
Department of Computer Science and Engineering
United International University

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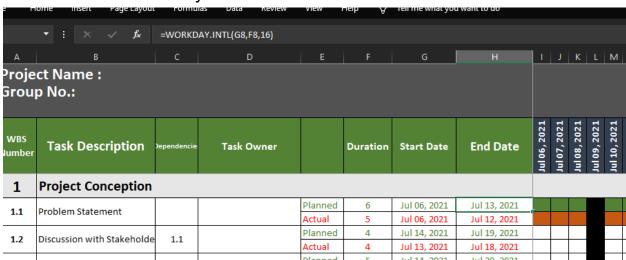
What is a Gantt Chart:
Gantt chart is a project progression management chart which helps us in project management. It tracks progression depending on completion days.

How to create Gantt Chart:

To create Gantt Chart, the following columns to needed:
- Define a Task column; where every task needed to be performed for the project completion is stated
- Create a Start Date column which specifies the dates where individual tasks begin.
- Days needed column is the column where days needed to complete the tasks are specified.

After defining the columns. We have to create the End Dates column. Where a formula is needed. The following formula is WORKDAY.INTL(G9,F9) This formula finds out the ending date where the task will be completed. It takes international holidays function as an account and adds to days.

WBS Number	Task Description	Dependencie	Task Owner		Duration	Start Date	End Date	Jul 06, 2021	Jul 07, 2021	Jul 08, 2021	Jul 09, 2021	Jul 10, 2021
1	Project Conception											
1.1	Problem Statement			Planned	6	Jul 06, 2021	Jul 13, 2021					
				Actual	5	Jul 06, 2021	Jul 12, 2021					
1.2	Discussion with Stakeholde	1.1		Planned	4	Jul 14, 2021	Jul 19, 2021					
				Actual	4	Jul 13, 2021	Jul 18, 2021					
				Planned	5	Jul 14, 2021	Jul 20, 2021					

Formula bar: =WORKDAY.INTL(G8,F8,16)

Select the entire start date column and days needed column to create this End Date column and select the International workday function.

The second formula is:
=IF(OR(WEEKDAY(I$6)=6),"z",IF(AND(I$6<=$H8,I$6>=$G8),"x",""))

The Weekday is to calculate the day of the week for the date in cells. It is a function. (OR(WEEKDAY(I$6)=6) checks if the day of the week in cell i6 is Saturday. If it is Sat, Then the formula gives 'True' or it gives false. IF statement before it decides if its Saturdays or not. If it is Saturday it returns "z" as the label.
After that The formula checks another condition, It sees I6 falls within a specific date range defined by cells 'G8' and 'H8' If the I6 falls within this date range, it returns 'x' otherwise it gives an empty string.

<mark>Labeling 'z' on Saturday helps to find weekends. And Labeling 'x' for tasks that fall within the date range allows you to visualize project milestones.</mark>

=IF(OR(WEEKDAY(I$6)=6),"z",IF(AND(I$6<=$H8,I$6>=$G8),"x",""))								
C	D	E	F	G	H	I	J	K
Dependencie	Task Owner		Duration	Start Date	End Date	Jul 06, 2021	Jul 07, 2021	Jul 08, 2021
		Planned	6	Jul 06, 2021	Jul 13, 2021			
		Actual	5	Jul 06, 2021	Jul 12, 2021			
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		Actual	4	Jul 13, 2021	Jul 18, 2021			
1.1		Planned	5	Jul 14, 2021	Jul 20, 2021			
		Actual	6	Jul 13, 2021	Jul 20, 2021			

Excel doesn't have any gantt chart feature. We can build it manually by following these steps. First highlight the start date and Press CTRL+1

Then select the General category. Create an adjusted length column by Using the formula (Start Date + End Date). Select Task, Converted Start Date and Adjusted Date and go to insert and click Recommended chart. Select Bar Chart. After that, fix the Start Date back to Date from General. Select the bar chart starting range from minimum starting date.

In the given excel file, the gantt chart is completed. If we change the start date or duration. The chart will automatically be changed. Because the of the formulas explained above.