

## **Gantt Chart Assignment**

**Due: Friday February 3**

Worth: 5% of your final mark

Submission: via BlackBoard as a PDF Document

Gantt charts are widely used to keep track of tasks that are in progress, upcoming, ongoing, and completed. They simplify complex projects and provide a visual reference.

You/your group may create your Gantt chart using any software, website, or generator that you choose, but I highly recommend that you use the "Creating Your ENL 2019 Gantt Chart With Excel" guide that I have posted to BlackBoard with this assignment to create a chart in Microsoft Excel.

Regardless of the tool that you use to create your Gantt chart, it needs to be thorough and include entries for all of the major assignments (tasks) that make up this course (there is a listing of assignments with their dates further on in this document).

### **TASK:**

- In pairs, or individually, complete a Gantt Chart using technology (Word, Excel, Generators, etc.)
- The Gantt Chart is to be a tracker for all of the assignments in this course
  - On the final page of this document is a listing of the tasks to be included in your Gantt Chart. It depicts the week that the task is assigned, and the week that the task is due.
- Organize your chart by weeks (not days, not months, etc).
- I recommend a landscape orientation and that the chart fill at least  $\frac{3}{4}$  of the page
- Be sure to label each axis
- Include a title (ie: ENL2019 Assignments)
- Include your name on the document
- It should be visually appealing – use colours!
- If you use Excel, please do not submit the data that you used to create the chart, just the chart itself

How you will be graded:

Element	Value	Score
Visual appeal (colour, labels, orientation, spacing, page, etc)	4	
Includes all course assignments listed in the chart below	1	
Tasks are in proper order	1	
Week assigned data is correct	1	
Duration (weeks) data is correct	1	
Organized by weeks (not days, months, etc)	1	
Includes appropriate title	1	
TOTAL	/10	

## ENL2019 Assignments

<b>Assignment</b>	<b>Week Assigned</b>	<b>Week Due</b>
Letter of Intent/Report Proposal	4	6
Gantt Chart	3	4
Report Progress Journal	7	8
Plagiarism Quiz	2	2
Reading Comprehension Q's	10	10
Research Assignment	5	7
Project Completion Journal	9	14
Intro Email to Professor	1	1
Report Draft Consultation	4	10,11,12
Final Presentation	4	13,14
Final Report	4	14
IEEE Citations	2	2
Report Introduction	7	9