

## EXPERIMENT 8

### TO STUDY PROJECT SCHEDULING USING GNATT CHART IN CLICKUP

#### Theory:

#### 1. Introduction to Project Scheduling

Project scheduling is the process of defining tasks, setting deadlines, assigning responsibilities, and tracking progress to ensure timely project completion. A Gantt chart is a visual tool used for planning and scheduling tasks over a timeline.

##### 1.1 What is a Gantt Chart?

A Gantt chart is a bar chart that represents project tasks and their durations. It helps project managers:

- Visualize task dependencies and overlaps.
- Monitor progress against deadlines.
- Allocate resources effectively.
- Identify bottlenecks early.

##### 1.2 Features of a Gantt Chart

- Task dependencies (finish-to-start, start-to-start, etc.).
- Milestones to mark key deliverables.
- Critical path analysis to determine the longest sequence of dependent tasks.
- Progress tracking using percentage completion.

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#### 2. Introduction to ClickUp

ClickUp is an all-in-one project management tool that offers Gantt charts for scheduling, tracking, and managing tasks efficiently.

##### 2.1 Why Use ClickUp for Project Scheduling?

- Intuitive drag-and-drop interface for adjusting timelines.
- Supports task dependencies and rescheduling.
- Real-time collaboration with team members.
- Automation and notifications to streamline workflows.

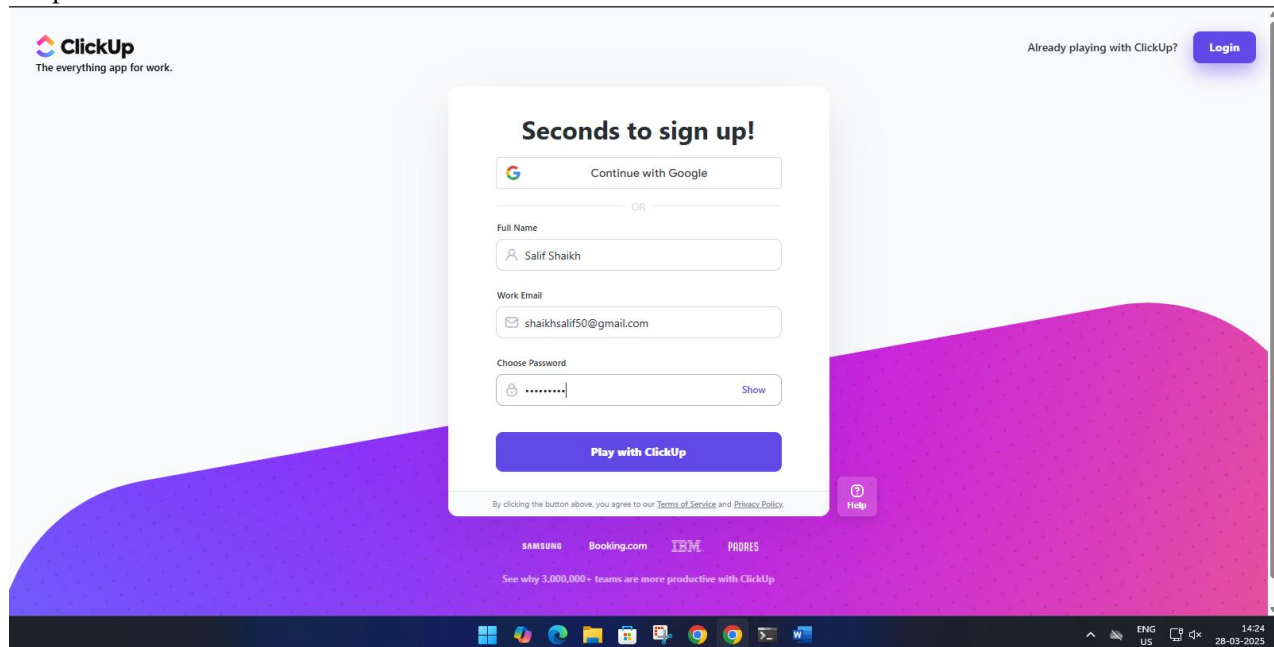
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#### 3. Creating a Gantt Chart in ClickUp 3.1 Steps to Create a Gantt Chart in ClickUp

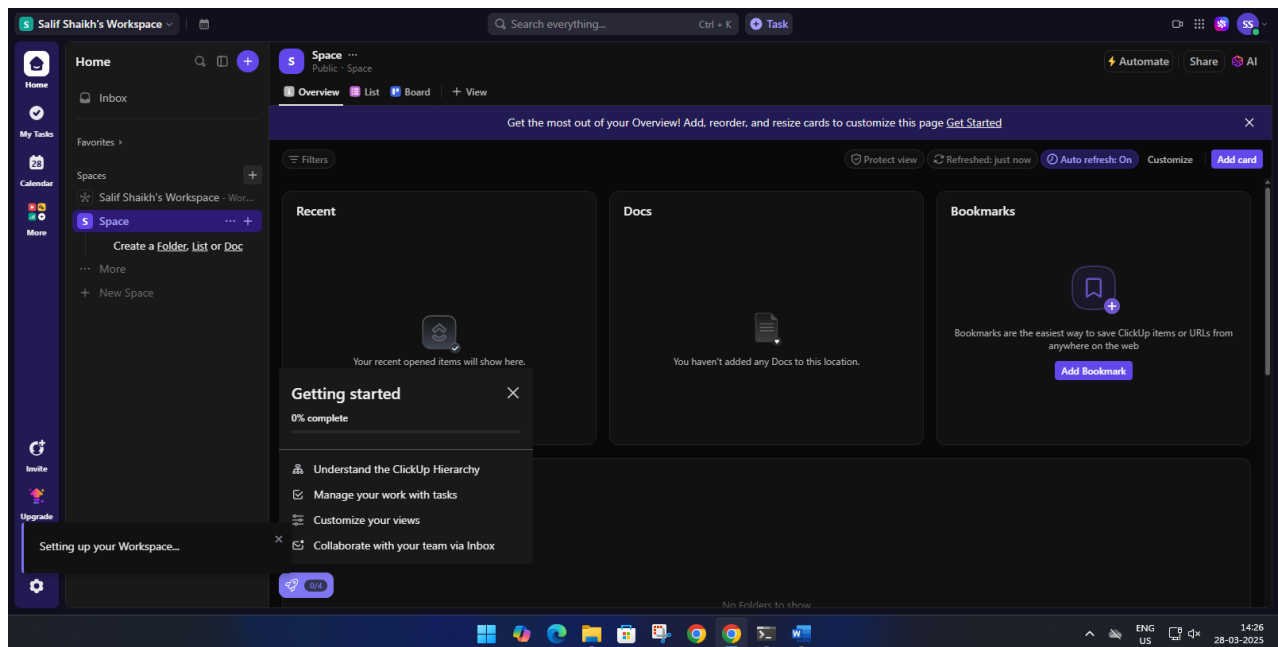
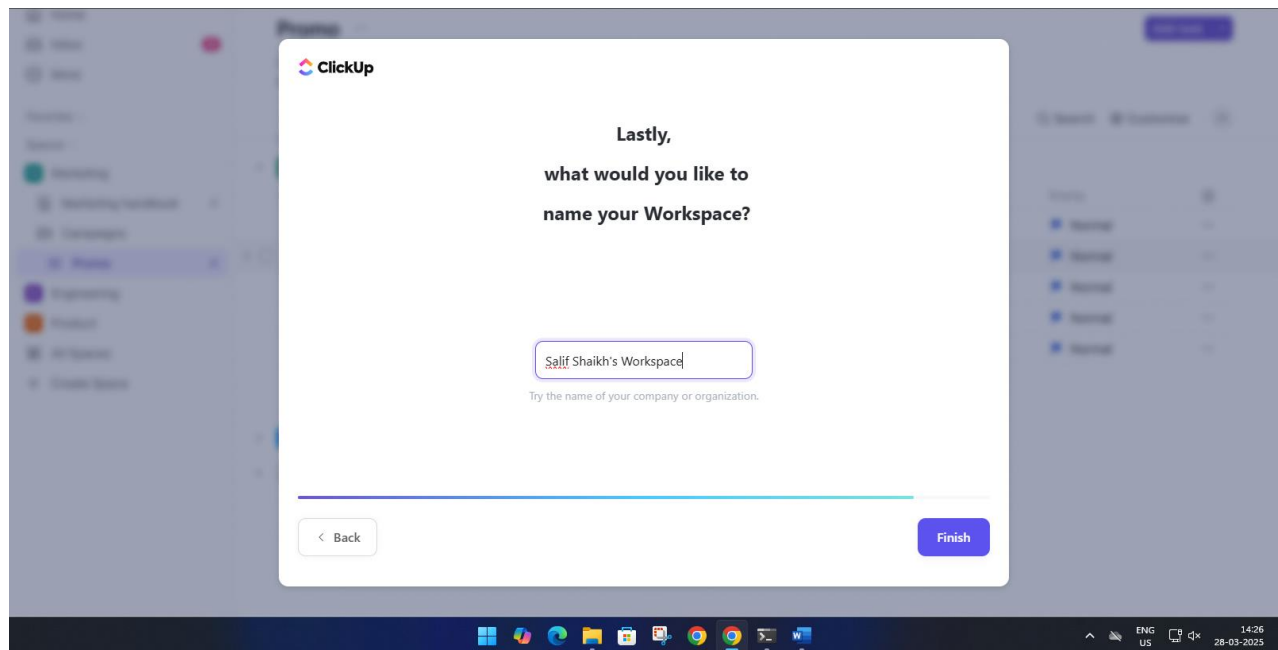
1. Login to ClickUp at [ClickUp Website](#).
2. Create a New Project:
  - o Click Spaces > Create New List or Folder.

- o Name your project and define the project scope.
  - 3. Add Tasks to the Project:
    - o Click New Task, provide a task name, description, assignee, and due date.
    - o Define task priorities and set dependencies.
  - 4. Enable Gantt Chart View:
    - o Go to View Options and select Gantt Chart.
    - o Adjust start and due dates to organize the timeline.
  - 5. Define Dependencies:
    - o Click and drag connectors between tasks to create relationships (e.g., Task B starts after Task A).
  - 6. Set Milestones:
    - o Identify key deadlines and mark them as Milestones.
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- #### 4. Tracking and Managing a Gantt Chart in ClickUp
- **Modify Timelines:** Drag tasks to change deadlines dynamically.
  - **Monitor Progress:** Use task completion percentages to track status.
  - **Adjust Dependencies:** Update task sequences when project plans change.
  - **Generate Reports:** Use ClickUp's reporting features to analyze workload and delays.

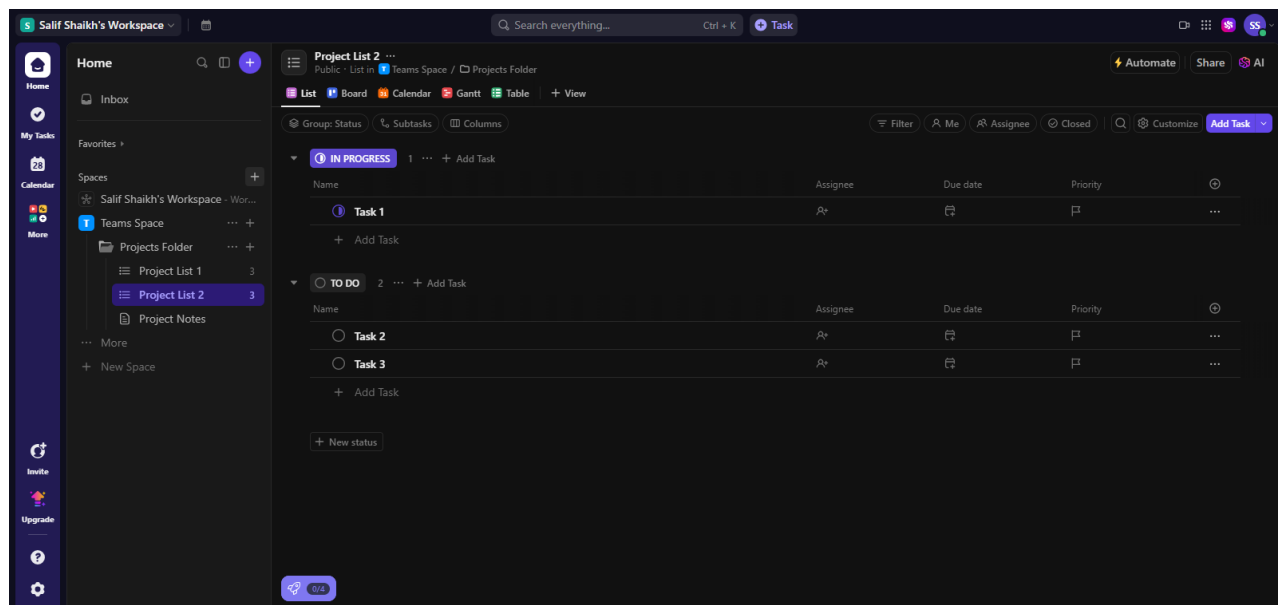
Output:



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## Conclusion

This experiment demonstrated the importance of project scheduling using a Gantt chart in ClickUp. By visualizing tasks, dependencies, and deadlines, teams can efficiently manage projects, avoid delays, and ensure smooth workflow execution.