



# Gantt Planning Project

## PLAN AND MONITOR YOUR PROJECT TASKS

### What is the Gantt project planning?

The Gantt project schedule is a horizontal bar chart, which allows you to visually represent the different activities (tasks) of the project.

It facilitates the organization, planning and monitoring of project tasks.

### When to use it?

#### PLANNING PHASE

The Gantt project schedule is used during the planning phase, in addition to the project scheduling method, PERT.

Actually, the Gantt chart comes after having divided the project into tasks and estimated their durations and defined the dependencies between them.

## How to use it?

- Fill in your project breakdown structure (WBS) on the "Gantt chart" sheet, starting with the Identifier of your task / activity
- List these tasks and activities, each in its appropriate phase (initiation, planification, and so on)
- Fill in the dependencies of each task with the previous tasks, based on the work you have done by applying the PERT method
- Indicate the start date, as well as the estimated duration
- Finally, measure the progress of the tasks by viewing the diagram automatically generated
- The Excel file is provided with a detailed user guide that will help you to do two things:
  - Use the file properly
  - Customize the file by modifying its settings

## Document structure

- |                                     |               |
|-------------------------------------|---------------|
| • Task level in WBS Activity / task | • Start date  |
| • Dependency                        | • Duration    |
| • Attribution                       | • Deadline    |
|                                     | • Progression |