GANTT CHART

WHY THIS TOOL MATTERS?

This chart is a visual representation of your project's schedule. It breaks your projects into small pieces and helps you develop their timelines. Longer activities become a set of single tasks. Preparing a Gantt chart allows you to reflect in advance on the steps needed to reach the goal and the time required to complete them.
And when you're already working on the project, the Gantt chart helps you keep track of whether everything's on time, which activities are about to start, and which are about to end. With Gantt, no deadline will be missed!
A Gantt chart is named after Henry Gantt, who introduced and popularised it at the beginning of the 20th century.

HOW TO USE IT?

1. List all the tasks in one column.
2. Write the project's timeline in one row. It can be split into months, weeks or even days, depending on your needs.
3. Add colour bars representing the period of time needed for each task.
4. The Gantt template we provide you is dynamic. It means you can change everything in it, and the data will automatically update.[1]
5. When running your project, consult the Gantt as often as possible to track the project's progress.

[1] The template we provide you was inspired by *Kenji Explains* tutorial, accessed on 26 November 2025.

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TIPS

- You can create your own Gantt chart in Excel or Google Sheets.
- For a short video introduction to Gantt charts, you can also use: **https://www.youtube.com/watch?v=1y40xTIEKbs** (accessed 2 July 2026).
- You can find multiple Gantt chart templates and digital tools on the Internet. Some are free; some are paid.

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