How to Create a Gantt Chart Checklist

Getting Started: List all tasks and identify who should manage each one. For complex projects, identify any dependencies, predecessors, and milestones, signifying all task relationships.
Arrange Tasks: Plot tasks on the Gantt chart in the form of a bar against the vertical axis, which represents tasks, and the horizontal axis, which represents time. Roll up tasks into summary elements, like subtasks and phases of work, where necessary.
Add Start and End Dates: Calculate the duration of each task and extend the task bars along the horizontal axis so the dates and durations of each task are visually represented. Label the progress of each task or percentage complete, either on the task bar or in the notes of the chart.
Identify Dependent Tasks: Once all tasks are plotted on the chart, look at any tasks that have overlapping dates or conflicting resources. Make note of these dependencies and adjust schedules and due dates accordingly.
Verify All Necessary Tasks Are Included: Ensure that each subtask of a project is listed on the Gantt chart, and that all schedules are accurate and achievable.
Add a Title to Your Gantt Chart: Provide a title to easily identify which project the chart is mapping out.
Attach Additional Documentation: Place comments, files, or notes directly on your Gantt chart so all team members and stakeholders are kept in the loop, and to ensure that all documentation is easily accessible.