

Tips in Using a Gantt Chart Tip Sheet

- Order Your Tasks:** Order Your Tasks : Using bars that run along the horizontal axis, organize your tasks for a clear, accurate, and visual representation of the tasks that overlap, how many tasks make up your project, and the estimated duration of each.
- Identify Task Relationships:** As you determine the tasks in your project, identify parallel and sequential tasks to ensure they are placed on the chart properly. Keep in mind that tasks can be both parallel and sequential, too.
- Monitor Tasks:** Ensure that the tasks are completed on time by including a percentage completed notes section somewhere within the chart.
- Color Code Tasks:** Group tasks based on a color system, whether that be by task type, person responsible, or department, to ensure the chart is both easy to understand and visually appealing.
- Mark Completed Tasks:** As tasks are completed, note completion date on the chart to maintain visibility and to quickly identify delays in order to make adjustments and keep the project on schedule.
- Include Additional Notation:** Indicate all critical or milestone tasks in the chart with additional coding, such as bold or colored bars, additional notes, vertical lines, asterisks, etc.
- Keep Track of Progress:** Place a vertical marker within the chart to signify where you are on the project timeline, and keep everyone informed of progress.
- Complete All Parallel Tasks in Tandem:** Avoid stalling the project and decrease delivery time by completing tasks at the same time, if able.
- Regularly Review Timelines and Project Progression:** Verify that all data is accurate and up to date, helping to manage the project efficiently and avoid scheduling issues as the project moves forward.