

Use the “Daily Project Status Gantt Chart Template” to manage the progress of your project and track the results.

The table header contains several fields with the characteristics of your project that you need to fill in.

<NAME OF ORGANIZATION>	START DATE	05/31/21
<PROJECT MANAGER>	COMPLETION DATE	09/13/21

These are the fields:

- “<NAME OF ORGANIZATION>” Enter in this cell the name of your organization (or name of the organization that performs the project activities (if different) or the name of the project owner.
- “<PROJECT MANAGER>” Enter in this cell the name of the project manager who is responsible for the final result.
- “START DATE” in the cell adjacent to this description, enter the start date of your project in the format **mm/dd/yy**.
- “COMPLETION DATE” in the cell adjacent to this description, enter the end date of your project in the format **mm/dd/yy**.

Below are the project data table itself and the Gantt chart itself. The project data table contains the following columns:

TASK	START DATE	COMPLETION DATE	PERFORMER	STATUS
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- In the “TASK” column, it is necessary to enter a description of the task to be performed.
- In the “START DATE” column, it is necessary to enter the start date for each task.
- In the “COMPLETION DATE” column, it is necessary to enter the end date for each task.
- In the column “PERFORMER,” it is necessary to enter the names of the performers responsible for executing each of the tasks.
- “STATUS” - in this column, you can select the corresponding status sign for each of the tasks from the drop-down list according to the keyword.

 <b>Not Started</b>	 <b>Complete</b>	 <b>Overdue</b>
 <b>In Progress</b>	 <b>Paused</b>	 <b>Needs Review</b>

It is at the top of the table for easy reading of the chart..

Also, all tasks in the table are divided into blocks by stages. In the original version, the table contains 4 stages with 7 tasks each. You can customize it to suit the needs and specifics of your project by deleting or adding the required number of rows.

The Gantt chart is designed for 15 weeks (105 days); the working field has the names of the days of the week in the title line of the chart. Also in the chart's title are the dates of the beginning and end of each week.

The chart is built on the tasks' start and end dates. Depending on the selected status value, the rows in the chart are displayed in a different color.

An example of filling a table:

TASK	START DATE	COMPLETION DATE	PERFORMER	STATUS	May 31 - 6	Jun 7 - 13	Jun 14 - 20	Jun 21 - 27
					M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
<b>Stage 1</b>								
Activity 1	05/31/21	06/04/21	Performer 1	▶▶	■			
Activity 2	06/04/21	06/09/21	Performer 2	▶▶		■		
Activity 3	06/07/21	06/15/21	Performer 3	✓		■		
Activity 4	06/10/21	06/17/21	Performer 4	▼		■		
Activity 5	06/15/21	06/20/21	Performer 5	●			■	
Activity 6	06/18/21	06/22/21	Performer 6	▼			■	
Activity 7	06/19/21	06/27/21	Performer 7	🔍				■