

Use the “Simple Weekly Project Gantt Chart Template” to plan and track the whole project very task on a weekly basis.

The table header contains several fields with the parameters of your project that you need to fill in, highlighted with blue font.

Simple Weekly Project Gantt Chart Template	<PROJECT TITLE>		
<COMPANY NAME>	PROJECT MANAGER: _____	START DATE: <u>06/01/21</u>	END DATE: <u>04/20/22</u> LAST UPDATE: _____

These are the fields:

- “<PROJECT TITLE>” Enter the title of your project/ program/ initiative in this cell.
- “<COMPANY NAME>” In this cell, enter 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” In this cell, enter the name of the project manager responsible for the final result.
- “START DATE” In the box adjacent to this description, enter the start date of your project in the mm/dd/yy format.
- “END DATE” In the box adjacent to this description, enter the end date of your project in the mm/dd/yy format.
- In the “LAST UPDATE” box, enter the date when you last updated/checked the project information in the mm/dd/yy format.

PROJECT DATA		
TASK	START DATE	COMPLETION DATE

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

- In the “TASK” column, you should enter a description of the task to be performed.
- In the “START DATE” column, you should enter the start date for each task.
- In the “COMPLETION DATE” column, you should enter the finish date for each task.

The Gantt chart is located on the right side of the table. The working space of the chart is divided into 32 columns (32 weeks), which are calculated automatically based on the entered values "START DATE" in the table header.

That is in the case shown on the screenshot, one division equals 7 days.

TASK	START DATE	COMPLETION DATE	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Stage 1								
Activity 1	06/01/21	06/15/21						
Activity 2	06/10/21	06/25/21						
Activity 3	06/20/21	07/25/21						
Activity 4	06/30/21	07/30/21						
Activity 5	07/10/21	07/21/21						
Activity 6	07/20/21	08/15/21						
Activity 7	07/30/21	08/15/21						

Besides, all tasks in the table are divided into blocks by stages. In the original version, the table contains 4 stages with 7 activities 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 built automatically based on the entered "START DATE" and "COMPLETION DATE" values.

If you need fewer weeks, just remove the extra columns at the end of the chart. If you need more weeks, add the required number of columns. To do this, select the non-last column and select the function "Insert 1 column left". When you add the necessary number of columns, select the filled columns in the same way and insert them into the prepared field to save the original formulas and formatting.

