

Use the “Gantt chart template for arts project” to plan and track your art project or every task weekly.

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

PROJECT TITLE:	
PROJECT MANAGER:	
COMPANY NAME:	
DATE:	12/02/21
START DATE:	06/01/21
END DATE:	04/20/22

These are the fields:

- “<PROJECT TITLE>” Enter the title of your project/ program/ initiative in this cell.
- “PROJECT MANAGER” In this cell, enter the name of the project manager responsible for the final result.
- “<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.
- “DATE” In the box adjacent to this description, the current date is displayed.
- “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.

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 equal 36 columns (36 periods), which are calculated automatically based on the entered values "START DATE" and "COMPLETION DATE" in the table header.

In the case shown on the screenshot, one division equals 9-10 days. With a different project duration, one period will equal another number of days.

TASK	START DATE	COMPLETION DATE	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
<b>Stage 1</b>										
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						■	■	

Besides, all tasks in the table are divided into blocks by stages. In the original version, the table contains 5 stages with 5 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 built automatically based on the entered "START DATE" and "COMPLETION DATE" values.

On the Gantt chart, tasks for different stages are displayed in different colors.