Use our **"Project Management Gantt Chart Template"** to manage the progress of your project, taking into account the deadlines for tasks and the budget for their implementation.

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

<NAME OF ORGANIZATION>	**START DATE**	**09/01/21**
<PROJECT MANAGER>	**COMPLETION DATE**	**03/02/22**

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.**

- The table contains a Gantt chart built automatically according to the entered data. The Gantt chart consists of 57 columns, the dates in which are calculated automatically, taking into account 2 entered values: **"START DATE"** is the initial date that is displayed in the first column of the chart and the value in the cell **"DATE SHIFT"** is the value of the step between the two columns of the chart. If you enter the value "1", the chart will display all days sequentially; one division will display one week if you enter the value "7". This is done to personalize the template for your needs since the duration of the project can be either 1 month or 3 years. Therefore, using the value in the **"DATE SHIFT"** cell, select a convenient display of the entire project schedule.

DATE SHIFT	7

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

PROJECT DATA						BUDGET		% COMPLETE
STATUS	TASK	START DATE	DURATION, days	COMPLETION DATE	PERFORMER	PLANNED BUDGET	ACTUAL BUDGET	PERCENTAGE OF EXECUTION

- **"STATUS"** - in this column, you can select the corresponding status value for each of the tasks from the drop-down list:

➢ **In process** - if the task is already running at the current moment (highlighted in yellow);

➢ **Completed** - if the task has already been completed (highlighted in green);

➢ **Not started** - if the task has not started yet (highlighted in red);

➢ **Suspended** - if the task execution is currently suspended (highlighted in blue).

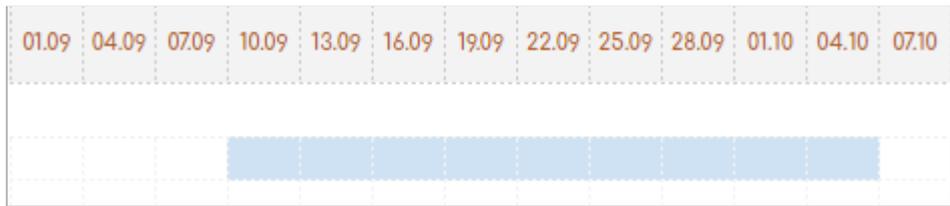| Completed |
| In process |
| Completed |
| Not started |
| Suspended |

- In the **"TASK"** column, it is necessary to enter a description of the task to be performed.

- In the **"START DATE"** column, it is needed to enter the start date for each task.

- In the column **"DURATION, days,"** it is necessary to enter the numerical value of the planned duration for the execution of each of the tasks.

- In the **"COMPLETION DATE"** column, the value is calculated automatically as the sum of the start date and duration, but you can manually enter the end date you want.

- In the column **"PERFORMER,"** it is necessary to enter the names of the executors responsible for executing each of the tasks.

- In the **"PLANNED BUDGET"** column, enter the numerical value of the planned costs for this project activity.

- In the **"ACTUAL BUDGET"** column, enter the numerical value of the actual costs for this project activity. If the actual costs exceed the planned amount, the number will be red.

- In the column **"PERCENTAGE OF EXECUTION"**, as the project progresses, mark in the row of each task the percentage of its completion. (Optional: the cell contains the formula: when the task status is "Completed", the value is automatically set to 100%).

At the intersection of the column **"PERCENTAGE OF EXECUTION"** and the rows with the names of the stages, subtotals are automatically calculated based on the percentage of completion of the tasks, including in the stage. (Optional: if you are going to delete or add rows - check the correctness of the formulas, whether they cover the entire required range).

Reading a Gantt chart

The chart is built on each task's start and end dates, and its completion percentage is also considered.

- If the deadline for the task has not yet come, the cells corresponding to the specified date range will be displayed in blue.

| 01.09	04.09	07.09	10.09	13.09	16.09	19.09	22.09	25.09	28.09	01.10	04.10	07.10

- If the task has already been completed and the corresponding cell contains the value "100%", the cells corresponding to the specified date range will be displayed in green.

01.09	04.09	07.09	10.09	13.09	16.09	19.09	22.09	25.09	28.09	01.10	04.10	07.10
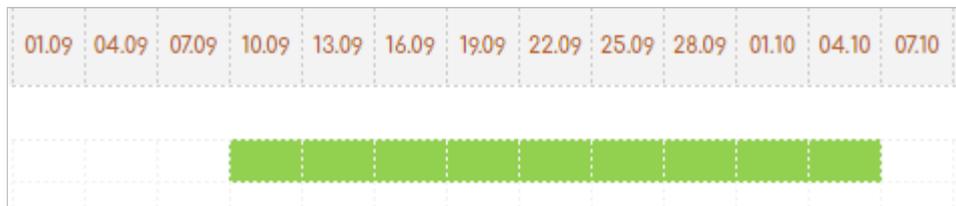
- If the deadline for completing the task has already passed, and the completion level corresponds to "0%", then the cells corresponding to the specified date range will be displayed in orange.

01.09	04.09	07.09	10.09	13.09	16.09	19.09	22.09	25.09	28.09	01.10	04.10	07.10
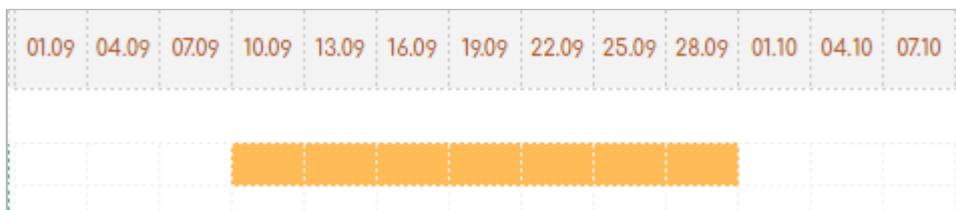
- Suppose the deadline for completing the task has already passed, and the level of completion has not yet reached "100%". In that case, the cells corresponding to the specified date range will be displayed in orange and will be displayed proportionally to the current execution in green and orange. In this case, it is indicated that the task is 60% complete.

01.09	04.09	07.09	10.09	13.09	16.09	19.09	22.09	25.09	28.09	01.10	04.10
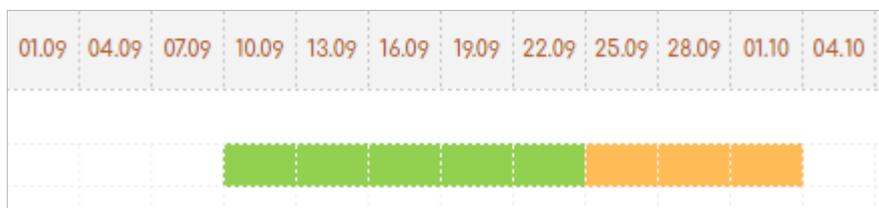
An example of filling in the table fields looks like this:

PROJECT DATA					BUDGET		% COMPLETE	GANTT CHART										
STATUS	TASK	START DATE	DURATION, days	COMPLETION DATE	PERFORMER	PLANNED BUDGET	ACTUAL BUDGET	PERCENTAGE OF EXECUTION	01.09	08.09	15.09	22.09	29.09	06.10	13.10	20.10	27.10	03.11
Stage 1								38%										
Completed	Activity 1	09/01/21	28	09/29/21	Name 1	$2,590.00	$2,070.00	100%										
In process	Activity 2	09/11/21	21	10/02/21	Name 2	$3,470.00	$4,510.00	80%										
Not started	Activity 3	09/14/21	32	10/16/21	Name 3	$3,910.00	$5,080.00	0%										
Suspended	Activity 4	09/19/21	19	10/08/21	Name 4	$1,190.00	$1,310.00	10%										
Not started	Activity 5	09/26/21	32	10/28/21	Name 5	$3,920.00	$5,490.00	0%										
In process	Activity 6	09/30/21	33	11/02/21	Name 6	$2,390.00	$2,630.00	75%										
Not started	Activity 7	10/09/21	30	11/08/21	Name 7	$1,190.00	$1,670.00	0%										

There are also 5 information fields in the table header:

- **"COMPLETION BY TIME"** - displays the project completion percentage, which considers the project start date, the end date, and the current date (today, which is updated daily).

- **"COMPLETION BY STAGES"** - displays the project completion percentage, which is calculated as the average between the completion values of the project milestones.

Thus, if all tasks are planned evenly, you can analyze whether you have a critical time lag or not.

COMPLETION BY TIME	77%
COMPLETION BY STAGES	28%

- **"PLANNED BUDGET"** - this field calculates the total planned cost of project activities;

- **"ACTUAL BUDGET"** - this field calculates the total actual cost of project activities;

- **"BALANCE"** - this field calculates the balance of the project (the difference between the planned and actual cost of the project). If you have an overrun, the value will be displayed in red.

PLANNED BUDGET	$72,970.00
ACTUAL BUDGET	$81,560.00
BALANCE	-$8,590.00