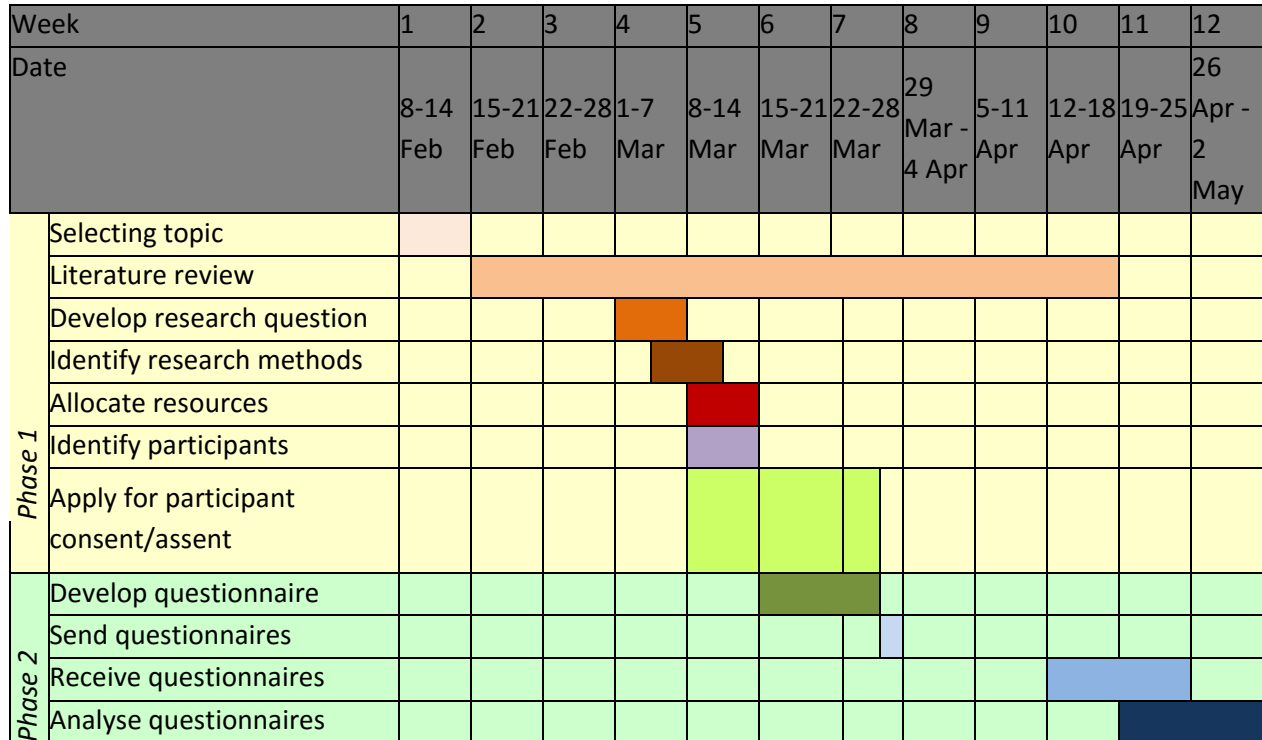


Using a Gantt Chart

A Gantt chart has the appearance of a horizontal bar chart. It is used to present a project schedule and lists the tasks to be completed, and their sequence with their scheduled start and end dates. A simple Gantt chart for part of a research project is shown below:



More complex Gantt charts can illustrate dependencies between tasks and identify individuals responsible for tasks in group projects.

There are software applications available to create Gantt charts, or they can be devised within word processing or spreadsheet applications.

Further information on constructing Gantt charts is available at

http://www.mindtools.com/pages/article/newPPM_03.htm

Tutorials for creating Gantt charts using Microsoft Excel are available at

<http://office.microsoft.com/en-us/excel-help/create-a-gantt-chart-in-excel-HA001034605.aspx>
and <http://www.projectsart.co.uk/creating-a-gantt-chart-using-excel.html>