## **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:

We	eek	1	2	3	4	5	6	7	8	9	10	11	12
Da			15-21 Feb				15-21 Mar	22-28 Mar	29 Mar - 4 Apr		12-18 Apr		26 Apr - 2 May
Phase 1	Selecting topic												
	Literature review												
	Develop research question												
	Identify research methods												
	Allocate resources												
	Identify participants												
	Apply for participant consent/assent												
se 2	Develop questionnaire												
	Send questionnaires												
	Receive questionnaires												
	Analyse questionnaires												

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 <a href="http://www.mindtools.com/pages/article/newPPM\_03.htm">http://www.mindtools.com/pages/article/newPPM\_03.htm</a>

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.projectsmart.co.uk/creating-a-gantt-chart-using-excel.html