

Key Concept: What is Gantt Chart?

Gantt chart is a very old but popular management tool used for the successful execution of projects big and small. Gantt chart helps you in communicating effectively with your clients and boss. They also aid in monitoring the progress of your project. The projects can be your term paper or thesis work if you are a student. And if you are an entrepreneur these projects may include fundraising, event planning, hiring staff, designing, developing and launching products. Sometimes, the Gantt charts made are so complex as a result, they are not used or referred to later on during the project.

This is why in this course you will learn to create Gantt charts step by step so that you find it easy to create and use, and can benefit from it throughout the project.

Key Concept: Benefits and Importance

In spite of being an old management tool, Gantt charts are very popular even in this modern age. Gantt chart is named after its inventor, Henry Gantt who invented it in 1970. Gantt chart is a type of bar chart that displays how much time a task or lists of tasks will take to be completed. The time can be months, weeks or days.

In this course, you will learn to create Gantt charts step by step with the help of Excel.

Key Concept: Critical Path

When estimating the required time to complete a task; first find the minimum, maximum and average time needed to complete that task. Afterward, find the midpoint between that average and maximum time, and set that time as the time needed to complete that task. In this way, the possibility of being able to complete the task well and deliver it on time is more secured.

Key Concept: Floating Tasks

It is very easy to create Gantt charts through Excel, and it allows for the easy sharing of the Gantt chart with others. You do not need to be an advanced user of Excel to be able to create Gantt charts.

To create a Gantt chart first do the following:

- Open Excel.
- Write down the tasks from the critical path of the WBS in the first column on the left side of the worksheet leaving the first row empty.
- Then underneath the tasks from the critical path, write down the floating tasks.
- Count the number of weeks it will take to complete the whole project.
- In the second column on the first row of the spreadsheet insert the number of weeks using the trick shown in the video.

Key Concept: Adding Time Scale and Tasks

You can save your Excel worksheet in three ways:

- Go to file, select “Save as” and save in the folder of your choice.
- Use keyboard shortcut Ctrl+S
- Click the save icon on the top left corner of the page

In this video, you will learn how to use Conditional formatting option from Home tab to highlight the critical task and floating tasks a separate color, in accordance to when and how much time each task will take to be completed.

Key Concept: Placing Floating Tasks

In this video you will learn:

- How to insert an additional row in an existing table
- How to input and fit a date in a single cell
- How to add dates for each week without typing them manually
- How to show the progress of the project through a color change of tasks completed
- How to show when tasks take longer to complete than the time previously allocated in the Gantt chart

Key Concept: Adding Dates and Sums

In this video you will learn:

- How to add holidays in Gantt chart
- How to use the formatting option to add hours and their total sum
- And how to represent the sum of hours through graphs

Key Concept: Drawing Double Critical Paths and Overlaps

In this video you learned:

- How to make a copy of an existing spreadsheet

- Display the total cost of each task and the total cost incurred each week

Key Concept: Drawing Lags

In this video you learned:

- How to display two critical paths in the same Gantt chart
- How to show the tasks that overlap each other