



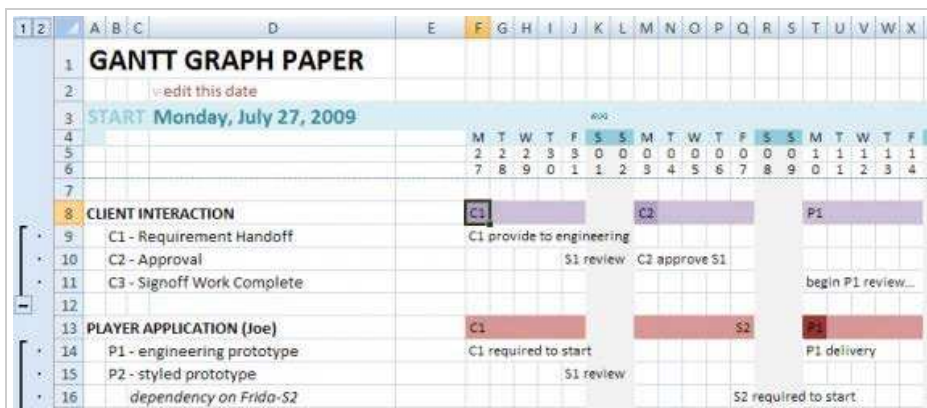
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Manual Gantt Charting in Excel

POSTED MON AUG.13.2007 UNDER [PRODUCTIVITY](#) TAGGED [THINKINGTOOLS](#)

A long time ago, I offhandedly wrote that I used to make [Gantt Charts](#) in Excel to help visualize project flow. I've never uploaded these files because I didn't think they were that exciting. I'm basically just using Excel like graph paper, and there is absolutely no automatic calculation at all. On the other hand, it's probably a lot EASIER to keep up to date, through copying/pasting and inline annotation, than *actual* software like Microsoft Project.



Note: Lines 5-6 are the days of the month, stacked vertically. The graphic above shows the first day as Monday, July 27.

Please note: **this is not a real project management application**, because it's **not capable** of recalculating resource usage and shifting schedules. If you need to monitor a real project with shifting deadlines, you probably want to look at real project management software for your industry. What this Excel Gantt chart is **good for** is **sketching your thoughts** out. Think of it as a piece of **graph paper** that you can doodle on, and figure out all the tasks, dependencies, resources, and deadlines you need in a familiar tool. You'll need to do that anyway if you are going to use project management software, which can be really awful with on-the-fly schedule making.

This version of my Excel Gantt chart will calculate the shading for you automatically and mark the months based on the input of a starting date. This version is also set up to print gridlines, which makes it useful for **printing out "gant paper"** to sketch



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Recent Comments



Dave Seah said on August 12, 2011

[Manual Gantt Charting in Excel](#)

I've just uploaded v4, which I think

on.

Download

The current version to download is [dseah-gantt-excel-v4.zip](#). It requires **Excel 2007** or higher. If you are using an earlier version of Excel, try downloading [version 2](#).

The download will contain two files:

- The [Sample Gantt Daily.xlsx](#) file, for daily planning
- The [Sample Gantt Weekly.xlsx](#) file, for weekly planning

Instructions


There are instructions on its use on the first worksheet. There is an **example** worksheet included; check the document tabs at the bottom. If you are using a **non-English** version of Excel, please read the instructions on the *Date Formatting Strings* worksheet to fix the date formatting for your locale.

If you're not that familiar with Excel, you can **watch this video**, which describes how to change the date ranges and goes through the process of creating a chart from scratch.

If you are doing rough scheduling at a meeting, you can use the [Compact Calendar](#), which is helpful for visualizing future time as one resource block. Unlike a Gantt chart, however, it does not show dependencies between multiple project sub-tasks.

Enjoy!

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will fix the problem!



Pavel said
on August 11, 2011

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Hi, David.

I have a same problem. Mac OS
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Microsoft Offic...



Missy said
on July 24, 2011

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Dave Seah said
on July 22, 2011

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Missy:

Yay! Glad you like it! I'm using
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Oleanda says:

April 5, 2011 at 9:01 am

Hi David,

Thank you for replying. I think I was having a bit of a 'duh' moment, as I can see that the date uses rows 5 and 6 – vertically! I really didn't see this before!

Thanks again :o)



Carlos says:

May 13, 2011 at 10:46 am

Hi,

Thanks for sharing this. Regarding the video, what application did you use to capture your computer screen? I really like how you utilized the zoom to focus on key areas of the screen.

Cheers,

C



cathy says:

May 15, 2011 at 3:25 am

Hey David,

Used this gantt chart for an assignment, and it was so easy and great to use. I'm using it again on another assignment, but I need to block the dates into week 1, week 2 etc rather than single days. Can you offer any help? I'm a dunce at excel, so that doesn't help. I'll try and work it out, but if there's an easy solution, that'll be great if you can help?

Thanks again for the template,

c



Joshua Roe says:

May 18, 2011 at 3:06 pm

Dave, Same as Cathy on 15 May, I'm trying to figure out how to manipulate your .xls file to display weeks instead of days. Help with this please? Many thanks for this great template! Joshua



Dave Seah says:

May 18, 2011 at 3:17 pm

Carlos: Thanks! I'm using [Camtasia Studio 7](#) on Windows to do the

screen capture and zooming. It's a pretty decent package, though a little pricey.

Cathy, Joshua: I'll see what I can do; I did something similar recently for another spreadsheet.



Dave Seah says:

May 18, 2011 at 4:48 pm

Ok, I just updated the post with the new downloadable Weekly version. Check at the very bottom of the page! Feel free to [leave a donation](#) if it's helped you out :)

Pingback: [Project Management Hotties | E-Chieve Your E-commerce Project Targets](#)



Thelma says:

June 6, 2011 at 6:19 pm

Hi Dave, Love this straightforward and simple Gantt Chart. Need help figuring out how to extend the columns though. Been trying to figure out how to but for the life of me I wanna bang my head against the wall in frustration! LOL. Help? Thank you so much!



Dave Seah says:

June 6, 2011 at 6:25 pm

Thelma: Glad you like it! Watch the video; it shows you how to extend the columns.

Pingback: [Free Gantt Chart Templates | Smartlife](#)



Steve says:

June 14, 2011 at 9:43 am

Awesome spreadsheet.

I would find it really handy if there was a 2 year version.

Will play with your formulas and see what I can do.

The automatic dates are nice!

:~)



Dave Seah says:

June 16, 2011 at 1:21 pm

Watch the video! It will show you how to extend the range

to whatever you want :)



AK Helmer says:

June 20, 2011 at 10:43 am

Hi David, great great gantt but please help me with row 5 and 6 – what are the numbers? Can I get them to show dates? Thanks so much



Dave Seah says:

June 20, 2011 at 11:02 am

AK Helmer: Lines 5-6 are the date, stacked vertically. First day in the graphic is Monday the 27th. You're not the only person who's asked, so I've added this tip to the article as well to help!



AK Helmer says:

June 21, 2011 at 6:32 am

Thank you so much Dave, you're a star! AK



Elaine says:

June 21, 2011 at 11:19 am

This looks great! However, whenever I try to change the date the numbers don't update and I just get rows and rows of 'd's.. anyone know why this is and how to solve it? Thank you!



Dave Seah says:

June 21, 2011 at 11:26 am

Elaine: I have heard of a similar case with a different spreadsheet (the compact calendar) when the user was using a Turkish version of Windows. There was something about that particular version of Excel that didn't calculate the text functions correctly. I haven't heard of this for the Gantt chart, though. Tell me what version of Excel and Windows you're using, and if you are using anything different from the English settings on Windows.



Elaine says:

June 22, 2011 at 2:02 am

Wow...quick response! I'm using Windows XP and Excel 2007 – the 'Turkish' aspect is interesting since I live in Italy at the moment

so some of the software is configured to be Italian language (although the drop downs, etc. in Excel display in English, the date displays in Italian language).

Love all your productivity stuff btw! I was looking for a 'visual' diary that showed my deadlines kind of like a 'BeeDocs' timeline – your Excel sheet looks perfect.



Pavel says:

August 11, 2011 at 5:09 pm

Hi, David.

I have a same problem. Mac OS 10.6.8 Format region – Russia Microsoft Office for Mac 2011 v.14.1.2

When I change format region to United States. Everything is working.

Could you please advice? I wanna use your great product with Russia region. Thanks!



Dave Seah says:

August 12, 2011 at 9:21 am

I've just uploaded v4, which I think will fix the problem!



Anil says:

July 7, 2011 at 7:16 am

Please provide a monthly version too.

Thanks

Anil



Missy says:

July 22, 2011 at 1:49 pm

Hi Dave,

I love this tool! I started using the weekly version to track HR projects. I am having trouble adding columns to the right. I tried the method in your video (highlighting the whole column and dragging the plus sign to the right) and it just copies over the same dates. I am using Excel 2007. Any ideas?

Thanks!

**Dave Seah** says:

July 22, 2011 at 2:04 pm

Missy:

Yay! Glad you like it! I'm using Excel 2007 as well, and it's working for me, so I suspect you didn't highlight the entire column. Try clicking the column label (it is column "BE" on my sheet), which will highlight the entire column at once. If you are dragging a selection, you may have missed the blank cell above (there is actually an invisible date in there).

Let me know if it works. Good luck!

**Missy** says:

July 24, 2011 at 10:46 am

Thank you. I got it to work. For some reason, I had the spreadsheet set to manually calculate so once I fixed that, it worked. Thanks again!

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Dave's Tweets

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- Part II of my endless planning process for Groundhog Day Resolutions 2012: <http://t.co/fchlgmio>
- @mesimos Google Voice sets up the call, and then Gmail is used to actually talk. WEIRD.
- Working out the difference between Google Chat, Google Voice, and Google Talk so I can actually make a call.
- @cbmackay I'm looking into shifting fulfillment from Amazon to something else. You can order from the EU store, though in the meantime!
- @SappariSolution Aw, thanks! :)

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