Project Management Templates

Gantt Chart for Excel

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ConnectCode's Project Management Templates

Have you thought about how many times you use or reuse your project management models? Everyday, day after day, model after model and project after project. We definitely have. That is why we build all our project management templates to be reusable, customizable and easy to understand. We also test our templates with different scenarios vigorously, so that you know you can be assured of their accuracy and quality and that you can save significant amount of time by reusing them. We have also provided comprehensive documentation on the templates so that you do not need to guess or figure out how we implemented the models.

All our template models are only in black and white color. We believe this is how a professional project management template should look like and also that this is the easiest way for you to understand and use the templates. All the input fields are marked with the '*' symbol for you to identify them easily.

Whether you are a project manager, restaurant owner or human resource personnel. Or whether you are a student aspiring to join the project management world or an entrepreneur needing to manage projects, we hope that you will find this package useful as we have spent our best effort and a lot of time in developing them.

ConnectCode

1. Gantt Chart

1.1 Background

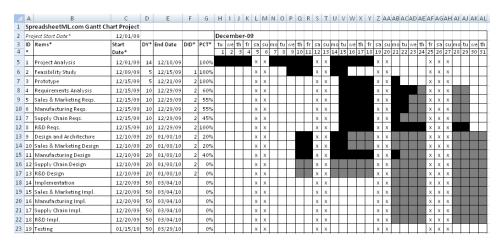A Gantt Chart is a type of bar chart that is useful for showing the scheduled and actual progress of a project. Developed by Henry Gantt in the 1917, the Gantt Chart is now regarded as the standard project management charting technique. Its simplicity allows it to be easily understood by many people and with the use of a computer software, a Gantt Chart can be generated and modified very quickly and easily.

2. Gantt Chart Spreadsheet

2.1 Overview

This spreadsheet provides a flexible and extensible Gantt Chart on a 12-months schedule. It is very simple to use. The user simply keys in a few inputs like task name, start date, duration in days and percent completed, after which, a Gantt Chart will be generated automatically for tracking the project. The spreadsheet is arranged in a manner to be printed easily in Landscape mode or it can be saved to a PDF file using Excel to be emailed to the relevant parties. The diagram below shows a sample of the spreadsheet Gantt Chart.

2.2 Gantt Chart Inputs

All the worksheets that require inputs to generate the Gantt Charts are marked with the word "(Input)". On the worksheet, fields that require inputs are marked with "*" for easy identification.

	A	B	C	D	E	F	G
1	SpreadsheetML.com Gantt Chart Project						
2	Project Start Date*		12/01/09				
3	ID	Items*	Start	DY*	End Date	DID*	PCT*
4	*		Date*				
5	1	Project Analysis	12/01/09	14	12/18/09		100%
6	2	Feasibility Study	12/09/09	5	12/15/09	1	100%
7	3	Prototype	12/15/09	5	12/21/09	2	100%
8	4	Requirements Analysis	12/15/09	10	12/29/09	2	60%
9	5	Sales & Marketing Reqs.	12/15/09	10	12/29/09	2	55%
10	6	Manufacturing Reqs.	12/15/09	10	12/29/09	2	55%

The diagram above shows the input worksheet "Month 1 (Input)". All the input fields required are marked with "*" and described below.

- Project Start Date* - The start date of the project. The spreadsheet will be generating 12 output worksheets for tracking a project over a 12 months period. The start date allows the spreadsheet to determine which month to start generating the schedule.
- ID* - A two digit number for identifying the item/task of the project.
- Items* - The names of the items or tasks of the project.
- Start Date* - The start date of the specific item/task. The date is in MM/DD/YY format.
- DY* - The duration of the item/task in days. The start date and duration will be used to calculate the End Date as shown in the diagram above. It is important to note that the

calculation of the End Date takes into account weekends and holidays like Christmas and New Year. Holidays can be defined in the "Holidays (Input)" worksheet.

- DID* - The predecessor's ID. The predecessor item needs to be completed before the start of this item. In this spreadsheet, the DID is used for the user's own tracking purposes. The spreadsheet does not enforce the dependency.
- PCT* - Percent Completed. The spreadsheet will use this field to determine the actual progress to be displayed on the Gantt Chart. The amount of work that is completed is shown as a darker shade of black while the work in progress is shown a lighter shade of black.

3	ID	Items*	Start	DY*	End Date	DID*	PCT*	tu	we	th	fr	sa	su	mo	tu	we	th	fr	sa	su	mo	tu	we	th	fr
4	*		Date*					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5	1	Project Analysis	12/01/09	14	12/18/09		20%					x	x						x	x					
6	2	Feasibility Study	12/03/09	5	12/09/09	1	20%					x	x						x	x					

2.3 Holiday Inputs

The Gantt Chart spreadsheet allows weekend and holidays to be defined and encompassed into the schedules. Weekend and holidays are defined in the "Holidays (Input)" worksheet.

2.3.1 Weekend

In the diagram below, the first section shows the definition of weekend. A "Y" will indicate the particular day of week is a weekend holiday.

3	Holiday every		Y/N*	
4		Sunday	Y	
5		Monday	N	
6		Tuesday	N	
7		Wednesday	N	
8		Thursday	N	
9		Friday	N	
10		Saturday	Y	
11	Holiday on		Date (maximum of 40 dates)*	
12			12/25/09	Christmas Day
13			01/01/10	New Year's Day
14			01/18/10	Martin Luther King Day
15			02/15/10	Presidents Day
16			05/31/10	Memorial Day
17			07/04/10	Independence Day
18			09/06/10	Labor Day
19			10/11/10	Columbus Day
20			11/11/10	Veterans' Day
21			11/25/10	Thanksgiving Day
22			12/25/10	Christmas Day

2.3.2 Holidays

The second section allows holidays to be defined. It is important to define all the holidays within the 12-months schedule period. This will allow the Gantt Chart to incorporate all the holidays and generate an accurate schedule. The holiday's date is in "MM/DD/YY" format. The second column is used for describing the holidays and is optional. A maximum of 40 dates are supported, beyond which the holidays will be ignored.

2.4   Gantt Chart Outputs

This spreadsheet outputs a 12-months schedule in 12 different worksheets. Each worksheet displays the schedule for a particular month. The worksheets are named "Month 1", "Month 2" and "Month 3" etc. In each of the worksheet, a Gantt Chart is included to show the progress of the project.

H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
December-09																														
tu	we	th	fr	sa	su	mo	tu	we	th	fr	sa	su	mo	tu	we	th	fr	sa	su	mo	tu	we	th	fr	sa	su	mo	tu	we	th
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x	x				
				x	x						x	x						x	x					x	x					
				x	x						x	x						x	x					x	x	x				

The diagram above shows the Gantt Chart generated in one of the output worksheets. The top left hand corner displays the month of this Gantt Chart. Each worksheet contains a unique month over a 12-months period. The next two rows show the days of week and days of the month of the Gantt Chart.

The darker shade of black shows work that are completed and the lighter shade of black shows work that is still in-progress. The "x" shows the holidays defined in the "Holidays (Input)" worksheet.

2.5 Printing

These spreadsheets can be printed quickly and easily in Landscape mode in Microsoft Excel. Simply set the "% to normal size" option to include all the fields in the worksheets.

To print several worksheets at once, simply click the tab for the first sheet in Excel, then hold down CTRL while you click the tabs of the other sheets that you want to select.

2.6 Extending the Gantt Chart spreadsheet.

The spreadsheet can be easily extended to support a longer period and more number of items/tasks.

2.6.1 Extending Items/Tasks

To support more items/tasks in each of the months, simply copy the cells in each of the output worksheets from column A to column AL in row 34 to the next. The row to be copied is shown in the diagram below. The rows for each of the worksheets named "Month 1..12" needs to copied.

2.6.2 Extending the schedule period beyond 12 months

To support a longer schedule period, simply copy and paste the "Month 12" worksheet and rename the new worksheet to be "Month 13". Only the cell in H2 needs to be modified. The original and new formula in this cell is shown below. Simply add 1 to the "months" field below.

Original
=DATE(YEAR(C2),MONTH(C2)+**11**,1)

Modified
=DATE(YEAR(C2),MONTH(C2)+**12**,1)

The change allows the new worksheet to generate the Gantt Chart for the 13th month of the project. Repeat the steps above to modify the schedule period to the one that is required.