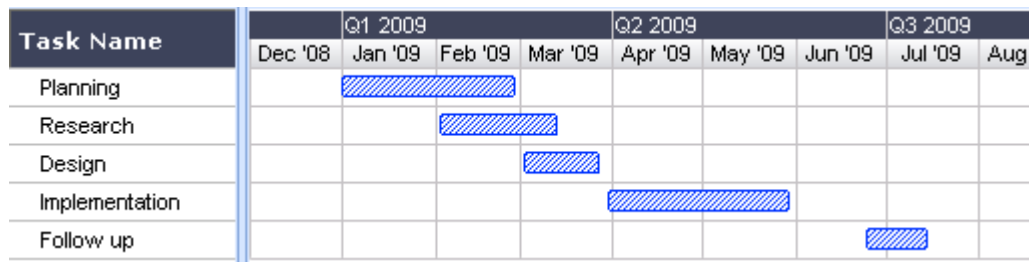


What is a Gantt chart?

A Gantt chart is a method of showing tasks or events over a specific timespan. On the left of the chart is a list of the specific activities and along the top is a suitable time scale. Each activity is represented by a bar. The position and length of the bar reflects the start date, the length of an activity and the end date. A good Gantt chart allows you to see the following:

- A list of activities
- When each activity begins and ends
- How long each activity is scheduled to last
- Where activities overlap with each other
- The start and end date of the entire project

A Gantt chart shows what is to be done and when it is to be done.



A simple Gantt chart example from <http://www.gantt.com/>

Simple Gantt charts are easy to make using spreadsheet software like Excel or presentation software like PowerPoint.