Project Timelines and Gantt Charts

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Project Timelines

• A project timeline is the core element of project implementation
• Captures what a project will accomplish
• Comprehensive, accurate timelines are key to project success
Timeline Elements

• List of tasks to be completed
• The dates on which the tasks need to be complete
• The expected duration of each task
• Dependencies between tasks
Creating a timeline

- Start with the list of deliverables and tasks
- Break tasks into sub-tasks
- Estimate time needed to complete each task
- Identify dependencies among sub-tasks
- Distribute across a real time-scale
Timeline

• Pick an activity identified in your logframe
• Identify all subtasks within the activity
• Identify who is principally responsible for each subtask
• Identify, start date, duration and completion
Gantt Chart

• The Gantt chart is a specialized timeline that provides an easy-to-grasp visualization of the project.

• It is a graphical representation of the necessary time needed for different tasks during a set period of time.

• It shows the beginning and end of different activities and may group them by objectives.
Gantt Chart

**Advantages**

- Easy to use
- Wholistic visual representation of a project
- Easy to use and adjust
- Clearly communicates activities that should be done

**Disadvantages**

- Does not show dependencies or relationships between activities
- Doesn’t show who is responsible for each activity
- It is difficult to use in a way that measures progress.
- All activities listed equally, does not highlight activities of greater importance.
Creating a Gantt Chart

• Adaptive Gantt Chart: https://www.youtube.com/watch?v=00s5efQWrgU
• Basic Clean Gantt Chart https://www.youtube.com/watch?v=-oD50HSBBBI
Other programs for project management
What are they?

- Each one has different characteristics and costs
What other programs or techniques have you used to organize your project tasks?