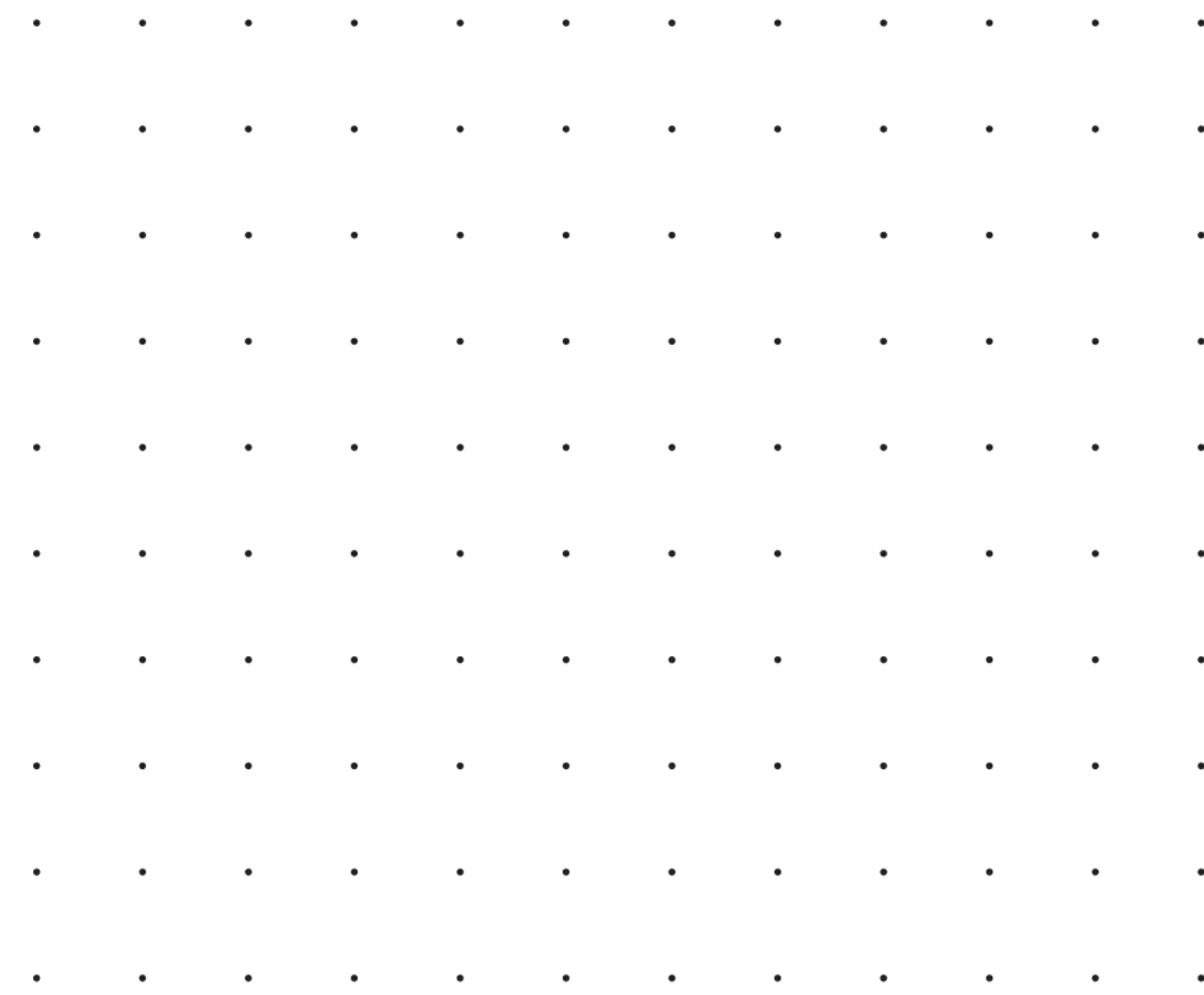




Your **Essential Project Management** Template

Brought to you by Swinburne Edge



Gantt Chart

You're a planner.

That's why you're already managing projects or maybe you're just starting to notice that you're inclined to do so.

Either way, you know that **templates are indispensable to successful outcomes.**

One of the key templates in any project manager's toolkit is the **Gantt chart.**

A Gantt chart is a tabular and visual representation of tasking, like the image below. It allows people to better visualise the timeframe for the project, where the milestones sit, and the current status of tasks.

If you are using sophisticated project management software, there are a range of details you can identify in the system: start and end times; dependencies of the activities; the resources allocated to the activity, and whether they are overtasked; the percentage complete, etc.

Importantly, the dates and dependencies allow these systems to automatically monitor the flow on effects of delays in activities that later activities rely upon. If you are managing this manually, you might miss some of these connections.



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Swinburne Edge Gantt Chart Template



Project Manager: _____

Version Control: _____

Project Name: _____

Date Revised/Updated: _____

Item No.	Activity/Task	Duration	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	WHO	RESOURCES (PEOPLE, EQUIPMENT)	KPI'S	DEPENDANCY	% COMPLETE	RISK/S



To **make the most** of this resource and solid, fundamental knowledge of how to lead projects that deliver, register for **Swinburne Edge’s** Project Management Fundamentals short course.

A **two-day program** delivered Live Online and run by industry experts, it’s designed to teach participants the language, terminology, structures, and tools that are the hallmarks of **modern project management**.

Only you can choose a career that motivates you – and **only you can make it real**.

Register Now





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experienced team

