Gantt Chart/Diagram Excel Template User Guide

Excel-based simple Gantt Chart Template

This Excel-based template allows a Gantt chart to be easily and quickly developed. You can specify each task start date and/or alternatively specify up to 3 other tasks that must be completed before the task can start.

As the project progresses, the chart can be updated to show those tasks completed and those yet to be completed.

The template is preconfigured for up to 50 tasks but can be edited to increase this. The Excel template is totally customizable, uses only standard Excel features and contains no macros.

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GANTT CHART/DIAGRAM EXCEL TEMPLATE USER GUIDE

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INTRODUCTION

This Excel-based template allows a Gantt chart to be easily and quickly developed.

The template generates a Gantt chart for up to 50 tasks. If required, additional tasks can be easily added as described below.

You can specify each task earliest start date and/or alternatively specify up to 3 other tasks that must be completed before the task can start.

As the project progresses, the chart can be updated to show those tasks completed and those yet to be completed. Completed tasks or portions of tasks completed are show in green, while tasks or portions of tasks remaining to be completed are show in red as in diagram 1 below.
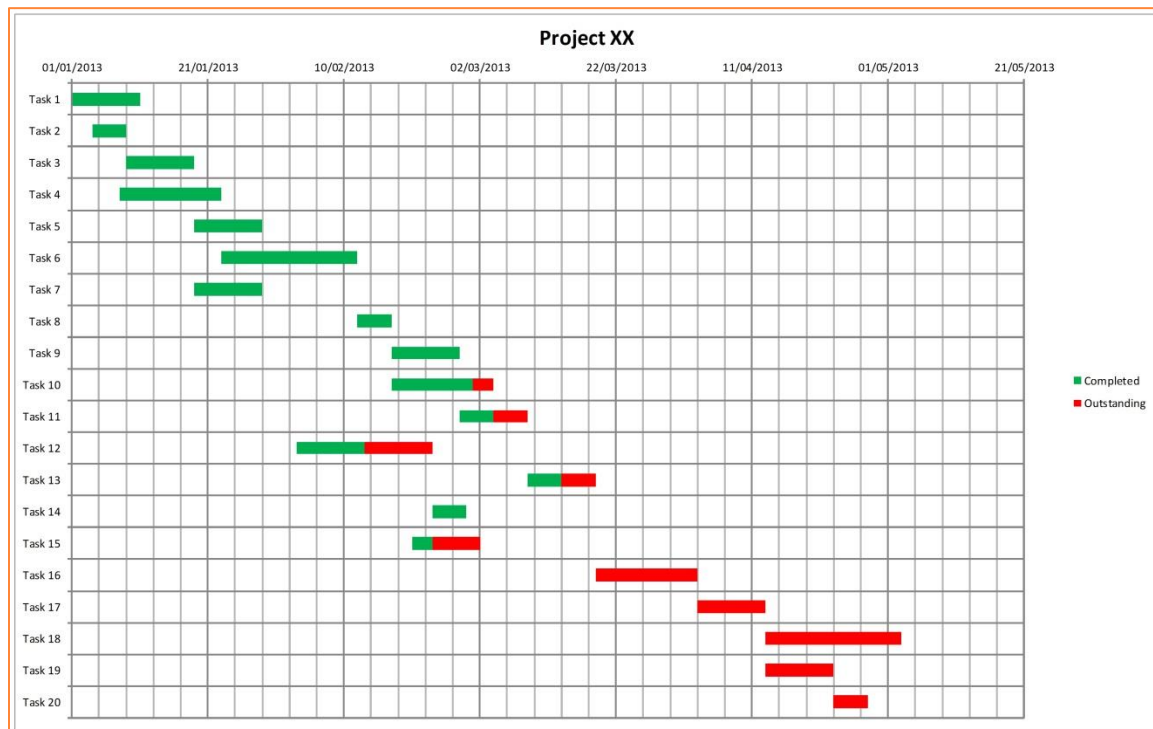

Figure 1 Gantt Chart

The Excel template is totally customizable, uses only standard Excel features and contains no macros.

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USER INSTRUCTIONS

Data Input

A single worksheet "Data Input" is used to enter all the data required to automatically generate the corresponding Gantt chart. **Green text indicates the cells that should be used, while a red border indicated those cells that contain formulae and should not be edited**.

| | | Gantt Chart Title | Project XX | | | | | | |

Tasks	Pre-condition 1	Pre-condition 2	Pre-condition 3	Earliest Start Date	Start Date	Duration	Finish Date	Completed	Outstanding
Task 1					01/01/2013	10	11/01/2013	10	0
Task 2				04/01/2013	04/01/2013	5	09/01/2013	5	0
Task 3	Task 2				09/01/2013	10	19/01/2013	10	0
Task 4				08/01/2013	08/01/2013	15	23/01/2013	15	0
Task 5	Task 3				19/01/2013	10	29/01/2013	10	0
Task 6	Task 4				23/01/2013	20	12/02/2013	20	0
Task 7	task 3				19/01/2013	10	29/01/2013	10	0
Task 8	Task 6				12/02/2013	5	17/02/2013	5	0
Task 9	Task 3	Task 6	Task 8		17/02/2013	10	27/02/2013	10	0
Task 10	Task 8				17/02/2013	15	04/03/2013	12	3
Task 11	Task 9				27/02/2013	10	09/03/2013	5	5
Task 12				03/02/2013	03/02/2013	20	23/02/2013	10	10
Task 13	Task 11				09/03/2013	10	19/03/2013	5	5
Task 14	Task 12				23/02/2013	5	28/02/2013	5	0
Task 15				20/02/2013	20/02/2013	10	02/03/2013	3	7
Task 16	Task 13				19/03/2013	15	03/04/2013		15
Task 17	Task 16				03/04/2013	10	13/04/2013		10
Task 18	Task 17				13/04/2013	20	03/05/2013		20
Task 19	Task 15	Task 17			13/04/2013	10	23/04/2013		10
Task 20	Task 19				23/04/2013	5	28/04/2013		5

Figure 2 Gantt Chart Data Input

ENTERING NEW PROJECTS

Gantt Chart Title: Enter the title in cell I4. This title will be displayed on the chart.

Tasks: For each task you wish to have displayed on the chart enter the following:

- *Task Description*. Enter a short description of the task. This will be displayed in the lefthand axis of the chart.
- *Pre-condition 1*. Enter any task that must be completed before this task can commence.
- *Pre-condition 2*. Enter another task that must be completed before this task can commence, if a second task must be completed.
- *Pre-condition 3*. Enter a third task that must be completed before this task can commence, if a third task must be completed.
- *Earliest Start Date*. Enter the date, if any, before which this task can not commence.
- *Start Date*. Enter the project start date as the start date for the **first task**. Start dates for the other tasks are calculated based on the finish dates for any pre-

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condition tasks if pre-condition tasks have been specified or the earliest start date if an earliest start date has been specified. Where no pre-condtion tasks or an earliest start date are specified the start date for the project, i.e. the start date for the first task, is used.

- *Duration*. Enter the total duration of the task in days
- *Completed*. For tasks that have commenced the numbers of days of the task that have been completed should be entered.
- *Remaining*. The number of days remaining to complete the task is calculated by subtracting the Completed Days from the task Duration and should **NOT** be entered.

Once the data has been entered the Gantt Chart is automatically generated.

UPDATING EXISTING PROJECTS

Once the project has commenced the tasks completed can be updated in the data table in the corresponding "Completed" column. These changes will be automatically reflected in the chart where completed tasks or portions of tasks completed are show in green.

Customizing the Gantt Chart

REDUCING THE NUMBER OF TASKS DISPLAYED IN THE CHART

The standard chart is set up to display 50 tasks. Where projects consist of less than 50 tasks, the excess tasks can be hidden and this will be reflected in an updated chart. To hide the excess tasks the following procedure should be followed:

- Select the appropriate row by clicking on the row number in the workbook to the left of column A.
- Click on the row by using the right mouse button.
- Select "Hide" for the context menu displayed.

When required the same procedure should be followed to display tasks that have been hidden. In this case select unhide from the context menu.

INCREASING THE NUMBER OF TASKS DISPLAYED IN THE CHART

The standard chart is set up to display 50 tasks. Where projects consist of more than 50 tasks, the additional tasks can be added. To add more tasks the following procedure should be followed:

- Select any row by clicking on the row number in the workbook to the left of column A.
- Click on the row by using the right mouse button.
- Select "Copy" for the context menu displayed.
- Select the row where the new task is to be inserted by clicking on the row number in the workbook to the left of column A.
- Click on the row by using the right mouse button.
- Select "Insert Copied Cells" for the context menu displayed.
- Edit the task details in the new row as required.

Note: The new task must be inserted in the body of existing table and can NOT be inserted after the last row at the end of the table.