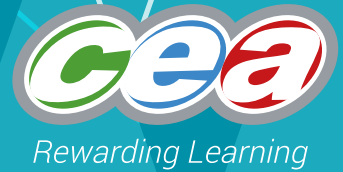


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## Gantt Chart Help Sheet

### Introduction

Gantt charts are commonly used in project management within businesses. They are relatively easy to create and understand. They show the tasks (activities) which need to be completed against a timescale. On the left of the chart is a list of the tasks (activities) which need to be completed and along the top a timescale is set out to be followed. Within a Gantt chart each task (activity) is represented by a bar which is positioned against the length of time the task (activity) will take. Once all the tasks (activities) have been completed you can see at a glance:-

- Each activity which needs to be completed
- How long each activity will take
- When each activity needs to start and end
- If one activity needs to be completed before another can start etc
- They can monitor whether the project is on schedule or not
- The start and end date/time of the whole project.

Basically a Gantt chart shows you what needs to be done, when it needs to be done and in what order.

### Advantages of using Gantt Charts

- They are easy to understand
- They are easy to create
- They are easy to change and alter as required
- It is useful and valuable for small and medium sized projects
- A Gantt chart allows you to assess how long a project will take
- A Gantt chart lays out the order in which tasks must be completed
- It allows you to see immediately what should have been achieved at any particular point

Example of a Basic Gantt chart to organise a school concert is shown below:-

<b>School Concert</b>						
Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Making Leaflet	■					
Seating Plan		■				
Making Tickets	■					
Making posters		■				
Selling tickets		■	■	■	■	
Printing posters			■			
Put up posters				■		
Rehearsals		■	■	■	■	
Dress Rehearsal					■	
Performance						■
Report / Accounts						■

