How to create a Gantt Chart

<u>Step 1 & 2</u>

Select your software and understand the layout

- I have selected Google Sheets and given the document a header and key.

- I then established the horizontal axis is for time, and the vertical is for tasks. You will want to go into more detail for the dates and tasks required to be realistic with your event.

- I have also added two extra columns, named 'assigned to', and 'progress'. I will use this later to add details about the task. To create this, click on the cell you want, right click and scroll down to 'drop down', select this and here you can put in the option - this could be used for both initials or progress.

Add your task headers, tasks and milestones to the vertical axis

- See the headers are in bold, and milestones for now are highlighted in yellow.

	A	B	C	D	E	F	G	H	I	J
1	**Event Gantt Chart**	**Event Date: 17.02.24**				Milestones				
2				**Time**						
3	**Task**	**Assigned to**	**Progress**	**Jan**	**Feb**	**March**	**Apr**	**May**	**June**	**July**
4	**Planning**									
5	Concept Established									
6	Event Details									
7	Event Kick-off Meeting									
8	Guest List									
9	Event Day									
10										
11	**Logistics**									
12	Shipping									
13	Transportation									
14	Accommodation									
15										
16	**Rentals & Services**									
17	Venue									
18	Furniture / decor									
19	On-site services									
20										
21	**Registration**									
22	Invitations									
23	Registration/RSVP Process									
24	Ticket Release									
25										
26	**Marketing**									
27	Social Media									
28	Landing Page									
29	Emails									
30	Press Releases									
31	Gifts/Giveaways									
32	Print Materials									
33										
34	**Wrap-up**									
35	Invoice Payments									
36	Thank you message									

Step 3

Establish timescales for each task and add dates to software to create bars of your chart

- I have considered when each task needs to be completed by and created bars by simply highlighting the cells and changing the colour of the box. I have used a different colour for each 'department' or 'phase'.

- I have used asterix's and yellow colour to identify milestones.

	A	B	C	D	E	F	G	H	I
1	**Event Gantt Chart**	**Event Date: 17.05.24**				Milestones			
2				**Time**					
3	**Task**	**Assigned to**	**Progress**	**Jan**	**Feb**	**March**	**Apr**	**May**	**June**
4	**Planning**								
5	Concept Established			***					
6	Event Details								
7	Event Kick-off Meeting				***				
8	Guest List								
9	Event Day							***	
10									
11	**Logistics**								
12	Shipping								
13	Transportation								
14	Accommodation								
15									
16	**Rentals & Services**								
17	Venue								
18	Furniture / decor								
19	On-site services								
20									
21	**Registration**								
22	Invitations								
23	Registration/RSVP Process								
24	Ticket Release				***				
25									
26	**Marketing**								
27	Social Media								
28	Landing Page								
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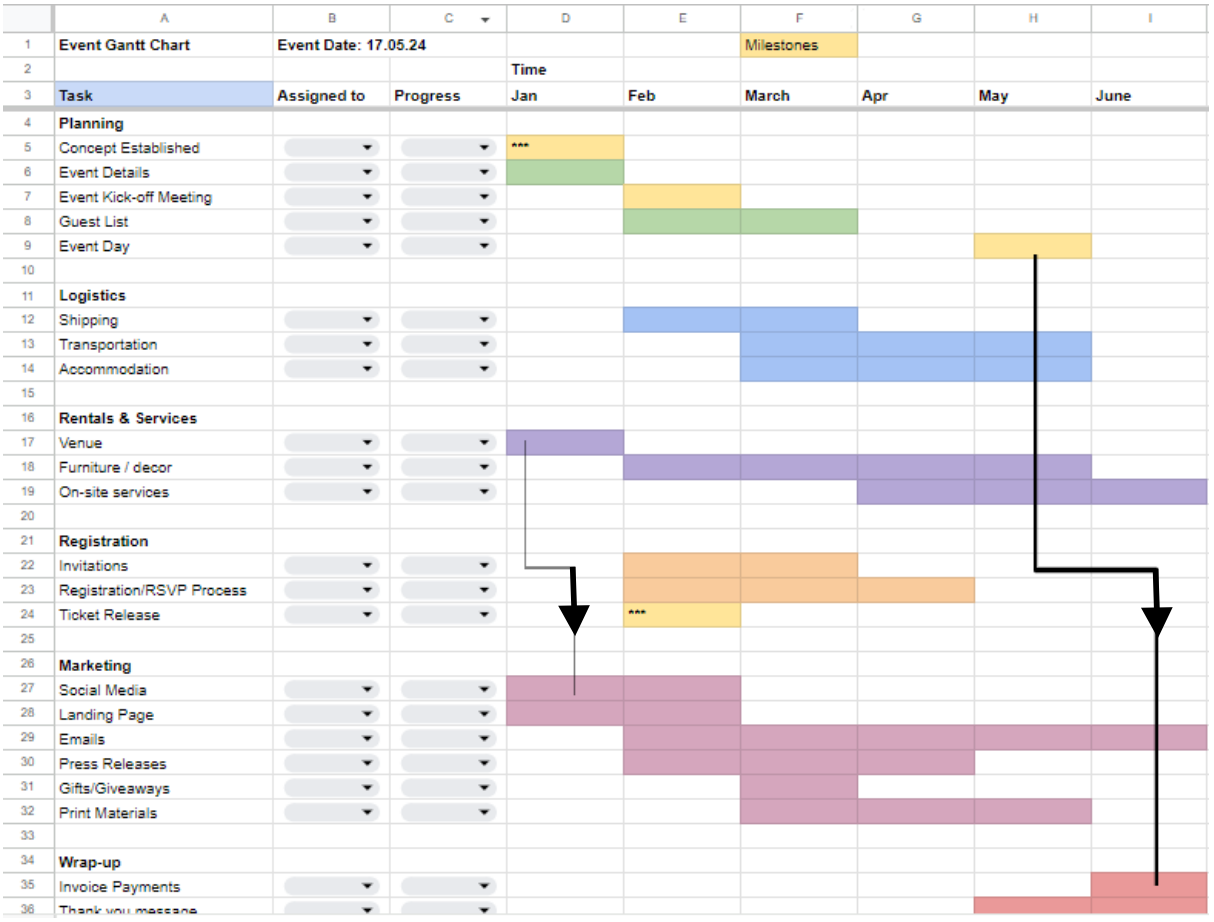
31	Gifts/Giveaways								
32	Print Materials								
33									
34	**Wrap-up**								
35	Invoice Payments								
36	Thank you messages								

Step 4

Understand relationships and identify dependencies with an arrow

- I have identified dependencies by using a line. You will find many more activities that rely on one another for completion but this is just an example. E.g the venue needs to be secured before you can begin promoting the event on social media.

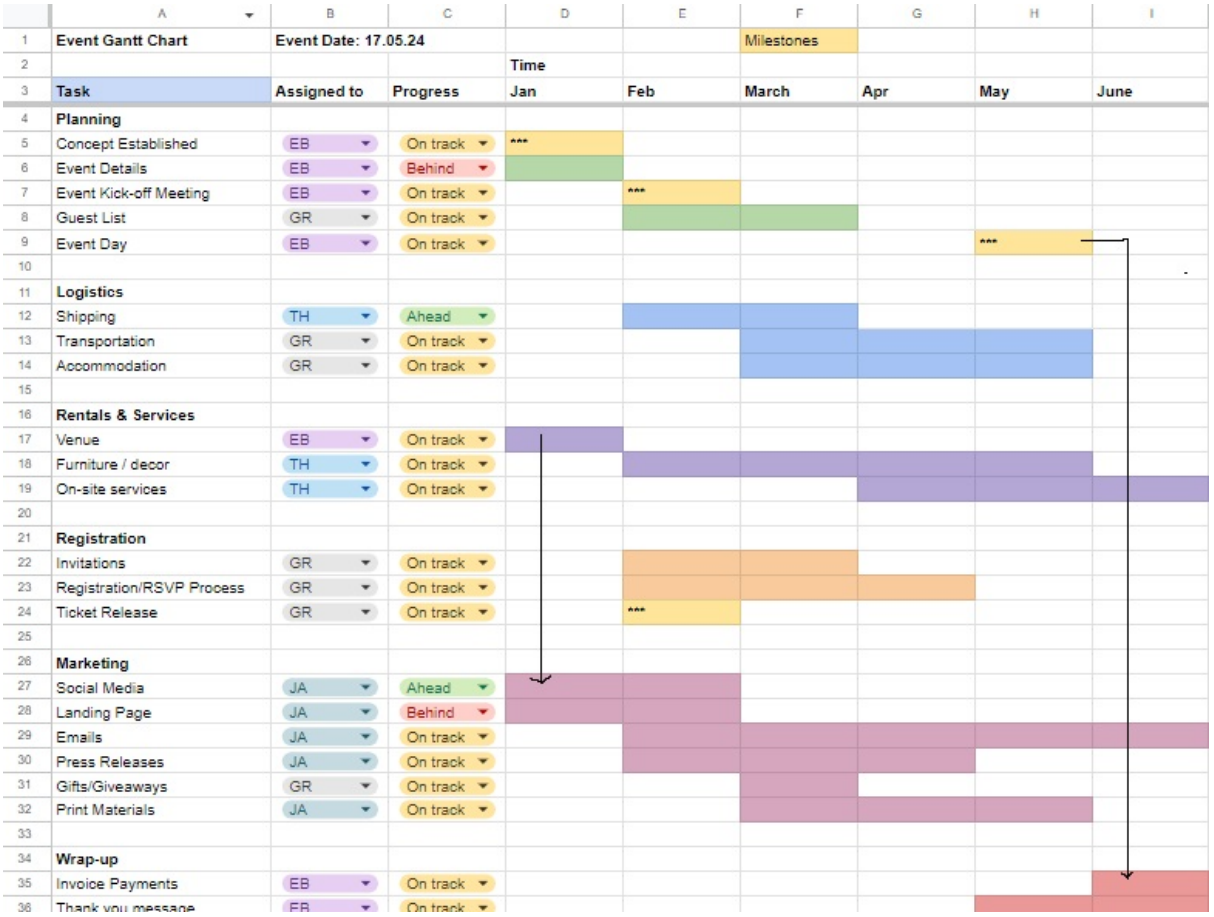
- To create these lines, select a cell, click on 'insert', then 'drawing'. You will have a box pop up where you can create an arrow. Ensure the direction of the arrow is in the direction of what needs to be done first to allow you to move on. Once you have amended the style of the arrow, click 'save and close' before moving it to where you need it.



Step 5

If software features allow, add in importance, progress and person responsible for the task

- I'm going to go back to the 'drop down' cells I created earlier. I am going to allocate the tasks to different team members, and input the progress of each task. I will be able to amend this throughout the planning process of my event.



	A	B	C	D	E	F	G	H	I
1	Event Gantt Chart	Event Date: 17.05.24				Milestones			
2				Time					
3	Task	Assigned to	Progress	Jan	Feb	March	Apr	May	June
4	Planning								
5	Concept Established	EB	On track	***					
6	Event Details	EB	Behind						
7	Event Kick-off Meeting	EB	On track		***				
8	Guest List	GR	On track						
9	Event Day	EB	On track					***	
10									
11	Logistics								
12	Shipping	TH	Ahead						
13	Transportation	GR	On track						
14	Accommodation	GR	On track						
15									
16	Rentals & Services								
17	Venue	EB	On track						
18	Furniture / decor	TH	On track						
19	On-site services	TH	On track						
20									
21	Registration								
22	Invitations	GR	On track						
23	Registration/RSVP Process	GR	On track						
24	Ticket Release	GR	On track		***				
25									
26	Marketing								
27	Social Media	JA	Ahead						
28	Landing Page	JA	Behind						
29	Emails	JA	On track						
30	Press Releases	JA	On track						
31	Gifts/Giveaways	GR	On track						
32	Print Materials	JA	On track						
33									
34	Wrap-up								
35	Invoice Payments	EB	On track						
36	Thank you message	EB	On track						