

# The Gantt Chart

## Plan projects effectively



### How does it help me?

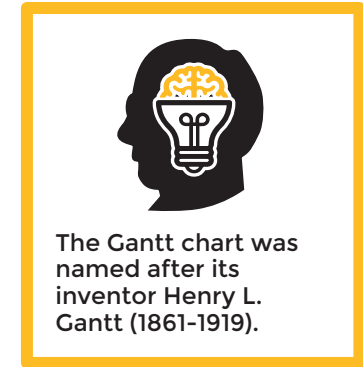
- Complex projects are easier to keep track of, especially when tasks have to be completed simultaneously or in a specific order.
- Deadlines, milestones, and potential scheduling difficulties can be spotted quickly.
- Especially useful for long-term planning: Semester planning, exam preparation, group projects, term papers etc.

CC BY-SA – <https://creativecommons.org/licenses/by-sa/4.0/legalcode>

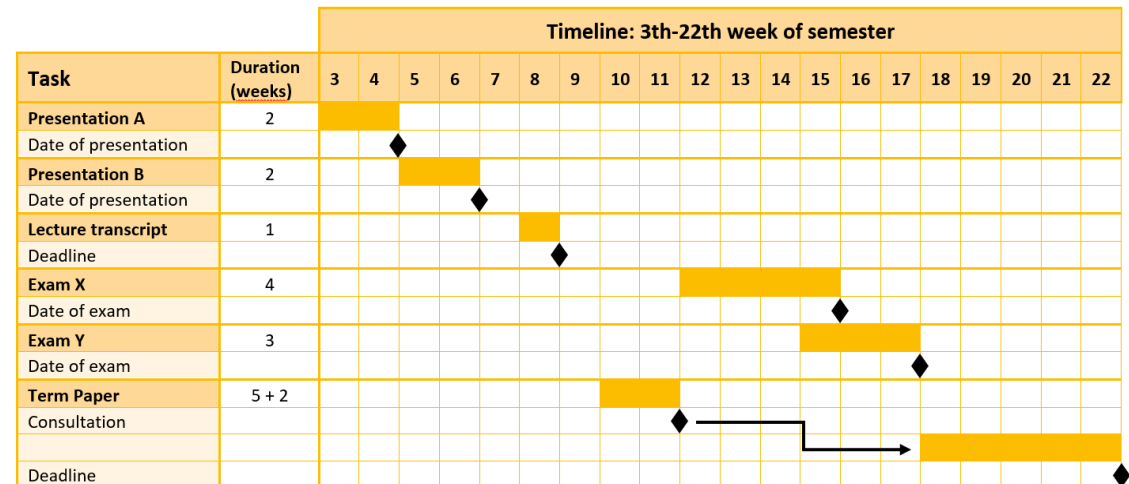
## What is a Gantt chart?

A Gantt chart is an excellent tool to plan your projects and keep an overview of all your tasks.

Its main function is to visualize tasks and show their optimal chronological order. Tasks are represented along a timeline in the form of horizontal bars which indicate the respective task's beginning and end. Important dates and dependencies between individual work steps can be marked by symbols and arrows.



### Example: Semester planning



### Literature:

Ries, Antje (2018): Das Projekt Studium meistern. Erfolgreich studieren ohne sich zu verzetteln. UVK: Munich, 75-77.



## How does it work?

1. First, identify all the tasks that are required for your project. Decide how detailed you want to break down your work into sub-tasks. You can use a Gantt chart for both rough and detailed planning.
2. Estimate how much time you will need for each of these tasks and what time unit (days, weeks etc.) makes sense for your chart.
3. Set a start and end date for each task and draw it as a colored bar into your chart. Mark deadlines and important milestones. Note how the tasks are related: Does a particular task have to be completed before you can start another?
4. Check whether there are overlaps that could be problematic. If so, can you complete some tasks earlier?

Tip: There are good digital templates for Gantt charts you can use, such as [Onlinegantt.com](http://Onlinegantt.com) or [Aganttjy.com](http://Aganttjy.com).

You can use the templates on this and the following page or create your own chart and customize it as you see fit.

Task	Duration	Timeline									

Task	Duration	Timeline																