**Using a Gantt Chart**

A Gantt chart has the appearance of a horizontal bar chart. It is used to present a project schedule and lists the tasks to be completed, and their sequence with their scheduled start and end dates. A simple Gantt chart for part of a research project is shown below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Week | | 1 | 2 | 3 | 4 | | 5 | | 6 | 7 | | | 8 | 9 | 10 | 11 | 12 |
| Date | | 8-14 Feb | 15-21 Feb | 22-28 Feb | 1-7 Mar | | 8-14 Mar | | 15-21 Mar | 22-28 Mar | | | 29 Mar -4 Apr | 5-11 Apr | 12-18 Apr | 19-25 Apr | 26 Apr -2 May |
| *Phase 1* | Selecting topic |  |  |  |  | |  | |  |  | | |  |  |  |  |  |
| Literature review |  |  | | | | | | | | | | | | |  |  |
| Develop research question |  |  |  |  | |  | |  | |  | |  |  |  |  |  |
| Identify research methods |  |  |  |  |  | |  |  | |  | |  |  |  |  |  |
| Allocate resources |  |  |  |  | |  | |  | |  | |  |  |  |  |  |
| Identify participants |  |  |  |  | |  | |  | |  | |  |  |  |  |  |
| Apply for participant consent/assent |  |  |  |  | |  | |  | |  |  |  |  |  |  |  |
|  |
| *Phase 2* | Develop questionnaire |  |  |  |  | |  | |  | | |  |  |  |  |  |  |
| Send questionnaires |  |  |  |  | |  | |  | |  |  |  |  |  |  |  |
| Receive questionnaires |  |  |  |  | |  | |  | |  | |  |  |  | |  |
| Analyse questionnaires |  |  |  |  | |  | |  | |  | |  |  |  |  | |

More complex Gantt charts can illustrate dependencies between tasks and identify individuals responsible for tasks in group projects.

There are software applications available to create Gantt charts, or they can be devised within word processing or spreadsheet applications.

Further information on constructing Gantt charts is available at <http://www.mindtools.com/pages/article/newPPM_03.htm>

Tutorials for creating Gantt charts using Microsoft Excel are available at <http://office.microsoft.com/en-us/excel-help/create-a-gantt-chart-in-excel-HA001034605.aspx> and <http://www.projectsmart.co.uk/creating-a-gantt-chart-using-excel.html>