

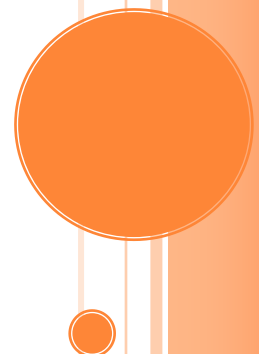
# *Gantt Chart/Diagram Excel Template User Guide*

## *Excel-based simple Gantt Chart Template*

This Excel-based template allows a Gantt chart to be easily and quickly developed. As the project progresses, the chart can be updated to show those tasks completed and those yet to be completed. 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

## *Excel-based simple Gantt Chart Template*

### INTRODUCTION

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

The template generates a Gantt chart for up to 30 tasks. If required, additional tasks can be easily added as described below.

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 shown in green, while tasks or portions of tasks remaining to be completed are shown in red as in diagram 1 below.

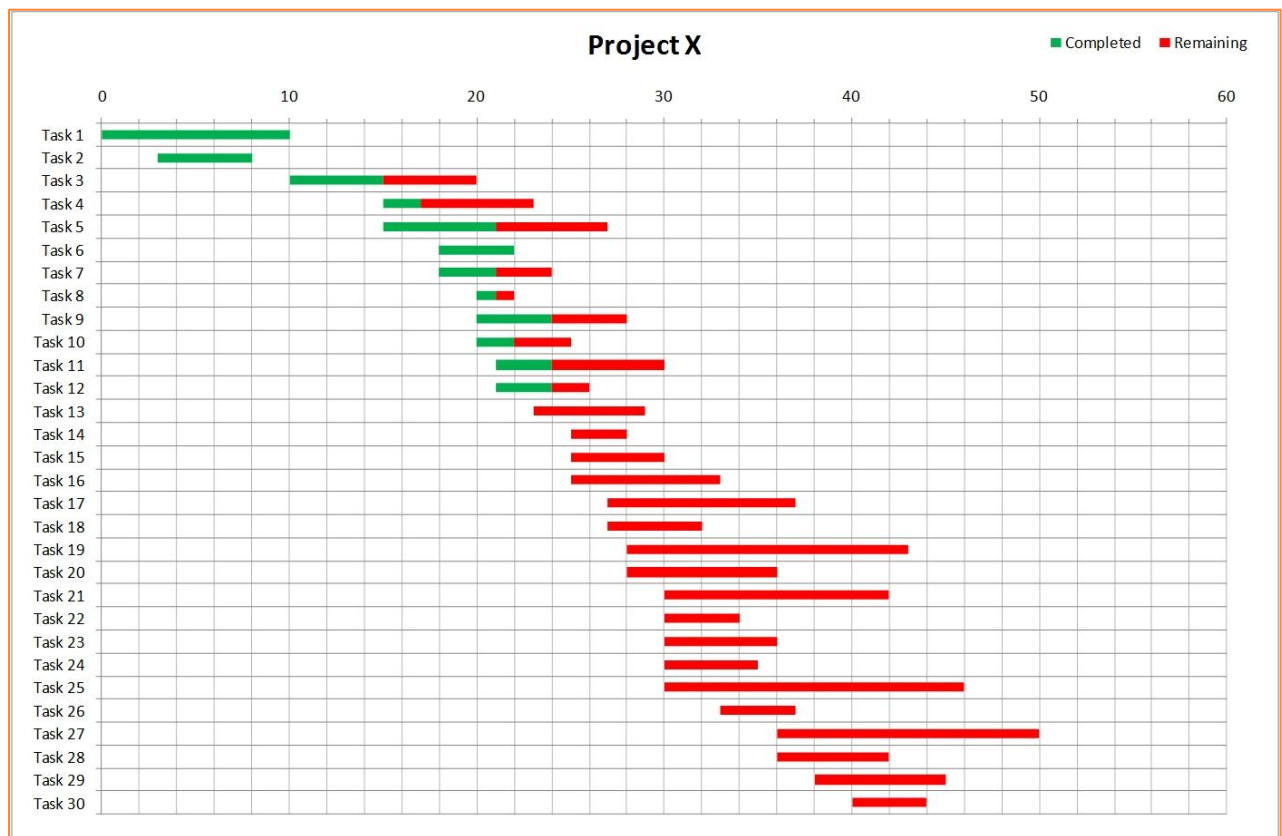


Figure 1 Gantt Chart

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

## USER INSTRUCTIONS

### Data Input

A single worksheet “Gantt Chart Data” 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: <b>Project X</b>				
Task	Start Day	Duration	Completed	Remaining
Task 1	0	10	10	0
Task 2	3	5	5	0
Task 3	10	10	5	5
Task 4	15	8	2	6
Task 5	15	12	6	6
Task 6	18	4	4	0
Task 7	18	6	3	3
Task 8	20	2	1	1
Task 9	20	8	4	4
Task 10	20	5	2	3
Task 11	21	9	3	6
Task 12	21	5	3	2
Task 13	23	6	0	6
Task 14	25	3	0	3
Task 15	25	5	0	5
Task 16	25	8	0	8
Task 17	27	10	0	10
Task 18	27	5	0	5
Task 19	28	15	0	15
Task 20	28	8	0	8
Task 21	30	12	0	12
Task 22	30	4	0	4
Task 23	30	6	0	6
Task 24	30	5	0	5
Task 25	30	16	0	16
Task 26	33	4	0	4
Task 27	36	14	0	14
Task 28	36	6	0	6
Task 29	38	7	0	7
Task 30	40	4	0	4

Figure 2 Gantt Chart Data

## ENTERING NEW PROJECTS

**Gantt Chart Title:** Enter the title in cell D2. 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 righthand axis of the chart.
- **Start Day\*.** Enter the Start Day of the task relative to the start of the project. The Start Day of the first task is pre-defined as “0” and should not be entered. All other Start Day entries are relative to the start of the project, e.g. if a Task 2 starts 5 days after the start of task 1, the Start Day for Task 2 should be entered as “5”.
- **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.

\* Units other than days can be used noting that the same unit, e.g. weeks, should be used for Start, Duration, & Completed

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 the 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 30 tasks. Where projects consist of less than 30 tasks, the excess tasks can be deleted. To delete 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 “Delete” for the context menu displayed.

### *INCREASING THE NUMBER OF TASKS DISPLAYED IN THE CHART*

The standard chart is set up to display 30 tasks. Where projects consist of more than 30 tasks, the additional tasks can be added. To add more tasks the following procedure should be followed:

- Select the any row 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.