

Designing the GANTT Chart

The visual aid of the GANTT chart allows us to make decisions based on Time, Tasks, Resources, and Objectives. The chart is a tool in Project Planning that will help establish the target date of the project. If the date needs to be sooner, then decisions have to be made on what tasks or criteria cannot be completed or how much may need to be spent to meet the deadline. Whenever possible, allow the project to dictate the date not the date to dictate the project.

- I. Identify
 - Tasks – Time – Responsibility

- II. Organize task details in order of what needs to be done, and categories or groupings that go together.
 - Identify critical tasks – those which must be done and if not done the whole project falters.

- III. Deliverables
 - List a set of specified outputs (quantitative and qualitative) for each milestone.
 - Don't forget time to test the outputs. "Alpha" test is testing during development of a product and "Beta" test is testing of the product deliverable by a small test group before you expose it to everyone for their use.

- IV. Responsibility
 - Identify who is responsible for the task, who will do it.

- V. Time
 - Identify amount of time necessary.

- VI. Gantt Chart It!
 - List tasks, responsibilities, and hours in a format similar to the example below.

Example:

Library Automation Project 2/24/00

Task Details	DNS	Librarians	Maintenance	Hours	Start Date	End Date	(Week Ending)				
							2/26	3/4	3/11	3/18	3/25
1. Define NT server specifications					2/28/00	3/15/00					
• Can existing PIII 500 support second process?	X			2	2/28/00	3/2/00					
• Set minimum RAM (128?)	X			1	2/29/00	3/4/00					
• Set SCSI HD needs (1 gig?)	X			1	3/1/00	3/5/00					
• Define tape backup	X			1	3/13/00	3/15/00					
2. Identify Physical Server Locations											
• Identify placement for servers		X		2	3/4/00	3/8/00					
• Identify location for network connection			X	4	3/11/00	3/15/00					
• Check adequacy of power			X	2	3/15/00	3/18/00					
• Analyze security of Physical Location			X	1	3/18/00	3/20/00					
• Identify HVAC needs			X	4	3/20/00	3/25/00					