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23. The Gantt Chart

Duration: 75 min

Objective: To illustrate a strategy for project planning, including time management and resource allocation. The Gantt Chart can be used in both personal and professional settings.

Materials:

- Flipchart paper and markers for each team of 3-4 students.

Activity introduction

The Gantt chart allows you to organize all the activities you need to put an idea into practice in a chronological and logical order while at the same time allowing you to consider the necessary resources (time, people and money) needed for each activity.

Introduce the Gantt chart template to the participants, by clearly drawing it on the flipchart/whiteboard or presenting it with a projector.

No	Activity	Duration					Person responsible	Cost
		M1	M2	...	M11	M12		

Explain all the columns:

No - represents the number of each line and activity. Numbering starts at 1. Its role is to facilitate reference to the different activities.

Activity - represents the name/short description of the activity that needs to be conducted (e.g. painting the walls, buying paint, identifying a place appropriate for opening a business etc.). All activities will be listed in chronological order, considering the interdependencies between them (e.g. the activity referring to painting the walls will come after the activity referring to buying the paint, since you cannot paint walls without first buying paint).

Duration - represents the time required for completing the activity. Before drawing the Gantt chart, you need to decide on the reference time interval (e.g. a week, a month, a

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trimester etc.). You will then have split the column Duration, in as many columns as required to complete your project (e.g. If your entire project lasts 1 year and the time united chosen is “month”, you will split the column Duration in 12 columns, one for each month, as depicted in the table above). The duration of each particular activity will then be indicated by highlighting all the columns that add up to its duration (e.g. If activity 1 lasts 3 months, from month 1 to month 3, you should highlight columns M1, M2 and M3 under Duration. If activity 2 lasts 2 months between months 4 and 5, you will Highlight columns M4 and M5).

Person responsible - refers to the person in charge of that particular activity. You will write in the name or the position of the person in charge.

Cost - how much does it cost to perform that particular activity? You will insert here the amount of money required for completing the activity.

Present students the manner of completing the chart.

When completing a Gantt chart, it is usually best that you first start with brainstorming all the activities that are required for completing that particular project. Once you have listed a good number of activities, try to think if anything was left out. Then, put the activities in chronological order, while also considering relationships between them. For each activity decide how long it will take. Always allow buffer time. Then, complete the Gantt chart.

Activity directions

Split participants into teams of 3-4 members.

Ask them to create the Gantt chart for a project of their own. All teams should receive the same project to create the Gantt chart for. Offer teams flipchart paper and markers for designing the charts. Allow them 20 minutes for this task.

Examples of such projects could include:

a. You own a T-shirt customisation business and you are now analysing your manufacturing process. In this context you have been asked to prepare a Gantt chart detailing the activities required for manufacturing a T-shirt with a specific design printed on it. The design is provided by the customer. T-shirts are supplied to you by local companies in the area. You may choose your own time interval (hour, day, week etc.)

b. You are in charge of organising the graduation party for your colleagues who will be finishing high-school this year. Prepare a Gantt chart detailing all the activities that you need to conduct to make sure it will be a memorable event. Think about all the details.

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c. You want to start your own business selling lemonade. Prepare the Gantt chart detailing all the activities that you need to go through in order to be ready to open the stand on the first day of work.
Then, ask each team to present their work in front of the others. Discuss and emphasise strong and weak points for each team. Pay particular attention to the order of the activities, the relationship between them and the buffer time allocated.

Further resources:

A short video explaining the Gantt Chart:
https://www.youtube.com/watch?v=1StnBbXntRw

More details on the Gantt chart for the Vermont Teddy Bears referred to in the Youtube video above:
https://saylordotorg.github.io/text_exploring-business-v2.0/s15-04-graphical-tools-pert-and-gantt.html

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