

Use the “Project management template with Gantt schedule” to manage the progress of your project and track the results.

The table header contains several fields with the characteristics of your project that you need to fill in. They are highlighted in blue font.

<NAME OF ORGANIZATION>	START DATE	09/01/21
<PROJECT MANAGER>	COMPLETION DATE	05/12/22

These are the fields:

- “<PROJECT NAME>” Enter the name of your project/ program/ initiative in this cell.
- “<NAME OF ORGANIZATION>” Enter in this cell the name of your organization (or name of the organization that performs the project activities (if different) or the name of the project owner.
- “<PROJECT MANAGER>” Enter in this cell the name of the project manager who is responsible for the final result.
- “START DATE” in the cell adjacent to this description, enter the start date of your project in the format **mm/dd/yy**.
- “COMPLETION DATE” in the cell adjacent to this description, enter the end date of your project in the format **mm/dd/yy**.
- The table contains a Gantt chart, which is built automatically according to the data you entered. The Gantt chart consists of 57 columns, the dates in which are calculated automatically, taking into account 2 entered values: “START DATE” is the initial date that is displayed in the first column of the chart and the value in the cell “DATE SHIFT” is the value of the step between the two columns of the chart. If you enter the value “1”, then the chart will display all days sequentially, if you enter the value “7”, then one division will display one week. This is done in order to personalize the template for your needs since the duration of the project can be either 1 month or 3 years. Therefore, using the value in the “DATE SHIFT” cell, select a convenient display of the entire project schedule.

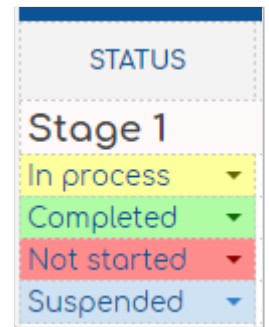
DATE SHIFT	3
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Below are the project data table itself and the Gantt chart itself. The project data table contains the following columns:

STATUS	TASK	START DATE	DURATION, days	COMPLETION DATE	PERFORMER	PRODUCT / LINKS	PERCENTAGE OF EXECUTION
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- “STATUS” - in this column, you can select the corresponding status value for each of the tasks from the drop-down list:

- **In process** - if the task is already running at the current moment (highlighted in yellow);
- **Completed** - if the task has already been completed (highlighted in green);
- **Not started** - if the task has not started yet (highlighted in red);
- **Suspended** - if the task execution is currently suspended (highlighted in blue).



- In the "TASK" column, it is necessary to enter a description of the task to be performed.
- In the "START DATE" column, it is necessary to enter the start date for each task.
- In the column "DURATION, days" it is necessary to enter the numerical value of the planned duration for the execution of each of the tasks.
- In the "COMPLETION DATE" column, the value is calculated automatically as the sum of the start date and duration, but you can manually enter the end date you want.
- In the column "PERFORMER" it is necessary to enter the names of the executors responsible for the execution of each of the tasks.
- In the "PRODUCT / LINKS" column, write the expected result(s) for each task. Also, during the implementation of the project, you can enter a description of the real results and supplement them with links to confirmation (cloud services, etc.).
- In the column "PERCENTAGE OF EXECUTION", as the project progresses, mark in the row of each task the percentage of its completion. (Optional: the cell contains the formula: when the task status is "Completed", the value is automatically set to 100%).

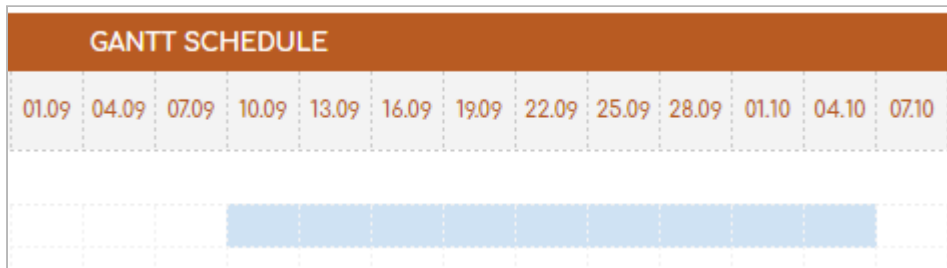
Also, all tasks in the table are divided into blocks by stages. In the original version, the table contains 4 stages with 7 tasks each. You can customize it to suit the needs and specifics of your project by deleting or adding the required number of rows.

At the intersection of the column "PERCENTAGE OF EXECUTION" and the rows with the names of the stages, subtotals are automatically calculated based on the percentage of completion of the tasks, including in the stage. (Optional: if you are going to delete or add rows - check the correctness of the formulas, whether they cover the entire required range).

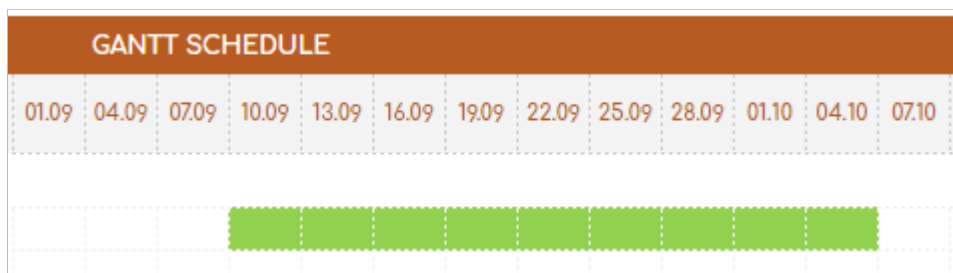
Reading a Gantt chart

The chart is built on the start and end dates of each task, and the percentage of its completion is also taken into account.

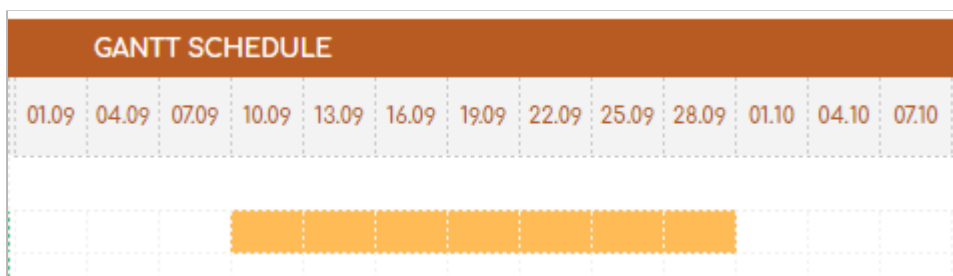
- If the deadline for the task has not yet come, the cells corresponding to the specified date range will be displayed in blue.



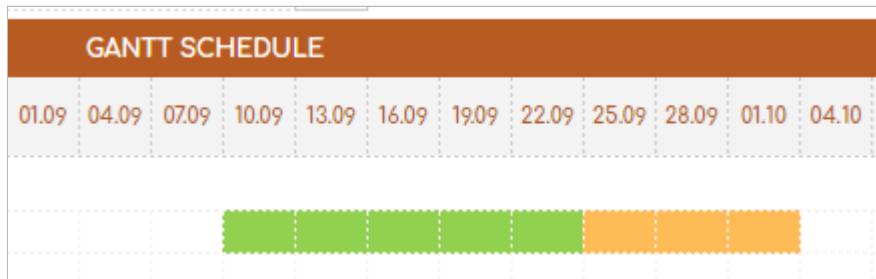
- If the task has already been completed and the corresponding cell contains the value "100%", then the cells corresponding to the specified date range will be displayed in green.



- If the deadline for completing the task has already passed, and the completion level corresponds to "0%", then the cells corresponding to the specified date range will be displayed in orange.



- If the deadline for completing the task has already passed, and the level of completion has not yet reached "100%", then the cells corresponding to the specified date range will be displayed in orange and will be displayed proportionally to the current execution in green and orange. In this case, it is indicated that the task is 60% complete.



An example of filling in the table fields looks like this:

STATUS	TASK	START DATE	DURATION, days	COMPLETION DATE	PERFORMER	PRODUCT / LINKS	PERCENTAGE OF EXECUTION	01.09	08.09	15.09	22.09	29.09	06.10	13.10
Stage 1							41%							
Completed	Activity 1	09/01/21	11	09/12/21	Name 1	Product 1	100%							
In process	Activity 2	09/05/21	15	09/20/21	Name 2	Product 2	80%							
Not started	Activity 3	09/10/21	20	09/30/21	Name 3	Product 3	0%							
Suspended	Activity 4	09/15/21	12	09/27/21	Name 4	Product 4	10%							
	Activity 5	09/20/21	11	10/01/21	Name 5	Product 5	0%							
	Activity 6	09/25/21	15	10/10/21	Name 6	Product 6	0%							
Completed	Activity 7	09/27/21	12	10/09/21	Name 7	Product 7	100%							

There are also 2 information fields in the table header:

- "COMPLETION BY TIME" - displays the project completion percentage, which takes into account the project start date, the end date, and the current date (today, which is updated daily).
- "COMPLETION BY STAGES" - displays the percentage of completion of the project, which is calculated as the average between the completion values of the project milestones.

Thus, if all tasks are planned evenly you can analyze whether you have a critical time lag or not.

COMPLETION BY TIME	27%
COMPLETION BY STAGES	6%