

Use the “Free Monthly Gantt Chart Template” to schedule your project timeline with a monthly Gantt chart.

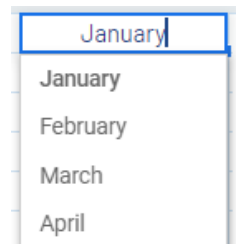
The first characteristic that needs to be indicated in the document is the project’s start date. This is the starting date from which the Gantt chart begins.

START DATE:	12/15/2021	You must enter a value in the format mm/dd/yyyy in this cell.
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Below are the project data table itself and the Gantt chart itself. The project data table contains the following columns:

Activity	Assigned to	Start month	End month
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- In the “Activity” column, you should enter a description of the task to be performed;
- In the “Assigned to” column, enter the names of the executors responsible for each of the tasks.
- In the “Start month” column, it is necessary to select the month of the start of the task from the drop-down list.
- In the “End month” column, it is necessary to select the month of completion of the task from the drop-down list.



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

Activity	Assigned to	Start month	-	End month
Stage 1				
Activity 1	Name 1	January ▼	-	January ▼
Activity 2	Name 2	February ▼	-	September ▼
Activity 3	Name 3	May ▼	-	July ▼
Activity 4	Name 4	August ▼	-	October ▼
Activity 5	Name 5	February ▼	-	July ▼
Activity 6	Name 6	April ▼	-	April ▼
Activity 7	Name 7	March ▼	-	August ▼

Besides, 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.

To the right of the table, the Gantt chart is calculated for 12 months (1 calendar year) of the project. The first-month value in the chart is the month that you specified for the project start date.

