Use the **"Gantt project planner"** to plan a project execution timeline with a visual 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:	10/01/21

In this cell, you must enter a value in the format **mm/dd/yy**.

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

No	ACTIVITY	START DATE	DURATION	COMPLETION DATE	% COMPLETE

- **"No"** - sequential number of tasks in your project;

- In the **"ACTIVITY"** column, you should enter a description of the task to be performed;

- In the **"START DATE"** column, it is necessary to enter the start date for each activity;

- In the column **"DURATION,"** it is necessary to enter the numerical value of the planned duration for the execution of each of the activities;

- 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 **"% COMPLETE"**, as the project progresses, mark in the row of each task the percentage of its completion.

For example, it looks like below:

No	ACTIVITY	START DATE	DURATION	COMPLETION DATE	% COMPLETE
1	Activity 1	10/01/21	10	10/11/21	80%
2	Activity 2	10/04/21	11	10/15/21	80%
3	Activity 3	10/13/21	12	10/25/21	20%
4	Activity 4	10/10/21	13	10/23/21	100%
5	Activity 5	10/25/21	10	11/04/21	85%

The Gantt chart is built on each task's start and end dates, and its completion percentage is also considered. The chart is for 12 weeks and contains 84 columns. The step between the columns of the chart is 1 day.

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

01/06/22	01/07/22	01/08/22	01/09/22	01/10/22	01/11/22	01/12/22	01/13/22	01/14/22	01/15/22	01/16/22	01/17/22	01/18/22	01/19/22	01/20/22	01/21/22	01/22/22	01/23/22
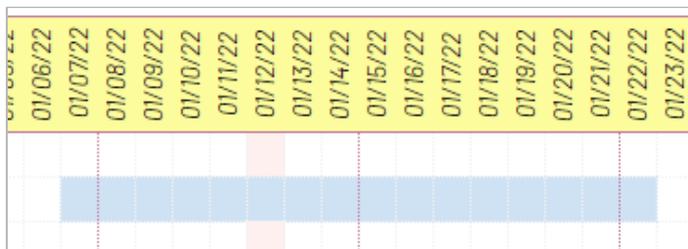
- If the task has already been completed and the corresponding cell contains the value "100%", the cells corresponding to the specified date range will be displayed in green.

01/06/22	01/07/22	01/08/22	01/09/22	01/10/22	01/11/22	01/12/22	01/13/22	01/14/22	01/15/22	01/16/22	01/17/22	01/18/22	01/19/22	01/20/22	01/21/22	01/22/22	01/23/22
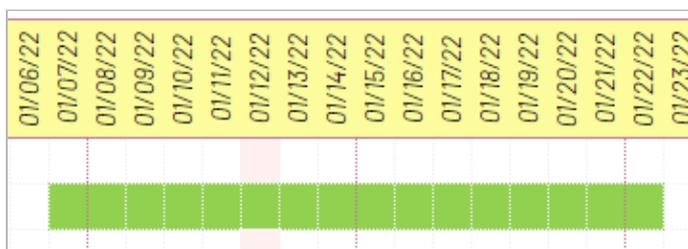
- If the deadline for completing the task has already passed, and the completion level corresponds to "0%", then the cells corresponding to the specified date range will be displayed in orange.

12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	01/01/22	01/02/22	01/03/22	01/04/22	01/05/22	01/06/22	01/07/22	01/08/22	01/09/22	01/10/22
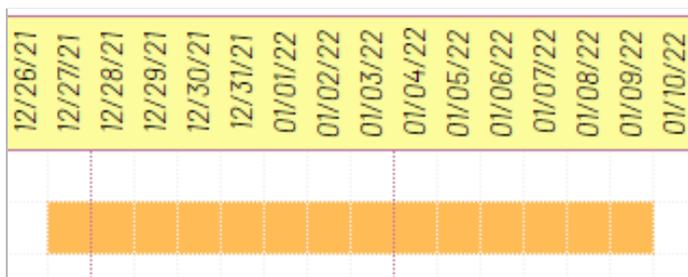
- Suppose the deadline for completing the task has already passed, and the level of completion has not yet reached "100%". In that case, the cells corresponding to the specified date range will be displayed in orange and will be displayed proportionally to the current execution in green and orange. In this case, it is indicated that the task is 60% complete.

12/26/21	12/27/21	12/28/21	12/29/21	12/30/21	12/31/21	01/01/22	01/02/22	01/03/22	01/04/22	01/05/22	01/06/22	01/07/22	01/08/22	01/09/22	01/10/22
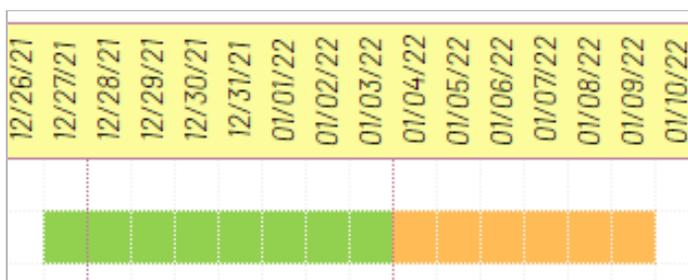
An example of filling in the table fields looks like this:

No	ACTIVITY	START DATE	DURATION	COMPLETION DATE	% COMPLETE
1	Activity 1	10/01/21	10	10/11/21	80%
2	Activity 2	10/04/21	11	10/15/21	80%
3	Activity 3	10/13/21	12	10/25/21	20%
4	Activity 4	10/10/21	13	10/23/21	100%
5	Activity 5	10/25/21	10	11/04/21	85%
6	Activity 6	10/20/21	11	10/31/21	75%
7	Activity 7	10/15/21	12	10/27/21	9.%
8	Activity 8	10/03/21	13	10/16/21	90%

There is a keyword at the top of the table for easy reading of the chart.

Plan duration   % Complete   Backlog   Today