Use **"Showing Critical Tasks in a Gantt Chart"** to schedule your project's timeline considering critical tasks.

This template does not constitute the critical path of your project, and it only allows you to identify the critical tasks on the Gantt chart independently.

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

You must enter a value in the format **mm/dd/yy** in this cell.

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

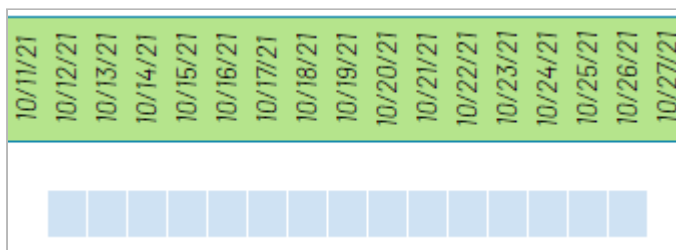| No	ACTIVITY	PERFORMER	START DATE	DURATION	COMPLETION DATE	DONE	CRITICAL TASK

- **"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 **"DONE,"** there are checkboxes in which you need to mark the completion of tasks. If the checkbox is checked, the task for the Gantt chart will be displayed in green;

- In the cells of the **"CRITICAL TASK"** column, there is a drop-down list in which you can select the "🚩" sign, which will designate such a task as critical. Then, on the Gantt chart, such a task will be indicated in red, and the deadline for this task will be marked as a milestone with a diamond sign. Exceeding the deadline for completing a critical task entails exceeding the deadline for the entire project. Therefore, it is essential to complete these tasks on the specified deadline.

For example, it looks like below:

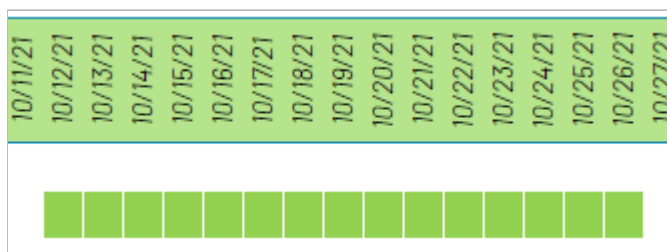**GooDocs**

No	ACTIVITY	PERFORMER	START DATE	DURATION	COMPLETION DATE	DONE	CRITICAL TASK
1	Activity 1		10/07/21	12	10/19/21	☑	▼
2	Activity 2		10/12/21	14	10/26/21	☐	▼
3	Activity 3		10/03/21	5	10/08/21	☐	⚑ ▼
4	Activity 4		10/04/21	10	10/14/21	☐	▼
5	Activity 5		10/09/21	6	10/15/21	☐	⚑ ▼
6	Activity 6		10/28/21	8	11/05/21	☑	▼
7	Activity 7		10/19/21	13	11/01/21	☐	▼

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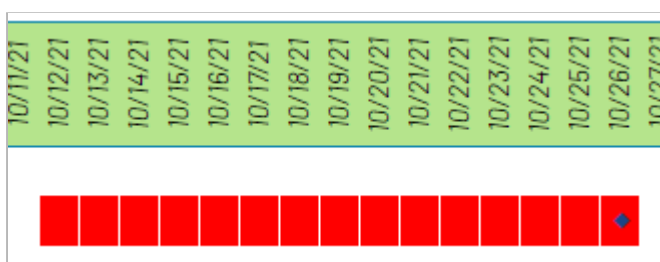
- If the deadline for the task has not yet come, the cells corresponding to the specified date range will be displayed in blue.

- 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.

- The task marked as critical in the chart is displayed as follows:

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

No	ACTIVITY	PERFORMER	START DATE	DURATION	COMPLETION DATE	DONE	CRITICAL TASK
1	Activity 1		10/07/21	12	10/19/21	☑	▾
2	Activity 2		10/12/21	14	10/26/21	☐	▾
3	Activity 3		10/03/21	5	10/08/21	☐	🚩 ▾
4	Activity 4		10/04/21	10	10/14/21	☐	▾
5	Activity 5		10/09/21	6	10/15/21	☐	🚩 ▾
6	Activity 6		10/28/21	8	11/05/21	☑	▾
7	Activity 7		10/19/21	13	11/01/21	☐	▾

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

Plan duration   Critical task   Milestone   Today   Completed