Use the **"Gantt Chart Template for Sales Teams"** to plan the work of sales teams for the year, taking into account the stages of working with clients.

At the top of the table, enter the required year in the appropriate field so that the dates on the Gantt chart are displayed correctly.

Year	2021

The table below contains a number of columns that are important for scheduling teams.

The first column contains a list of the stages of working with clients, according to which sales teams should work:

- Acquaintance
- Identifying customer needs
- Presentation
- Dealing with objections
- Closing the deal

For each of the stages, a list of team members is presented. By default, there are 5 people, if necessary, their number can be changed by adding or deleting lines.

Each of the managers can work on a separate project, so they can have different deadlines for completing tasks.

- In the **"Start date"** column, you must specify the start date for completing tasks by stage;

- In the **"End date"** column, you must indicate the end date for completing tasks for the stage.

The Gantt chart is built based on each employee's start and end dates of the tasks. The template is designed for 1 year, the entire period is divided into 4 quarters. One division equals 1 week. An example of filling one stage:

		Start date	End date	Quarter 1
Acquaintance	Manager 1	01/01/21	02/11/21	
	Manager 2	01/12/21	02/17/21	
	Manager 3	01/23/21	02/16/21	
	Manager 4	01/29/21	03/01/21	
	Manager 5	02/07/21	03/17/21	