Use the **"Project timeline Gantt chart template"** 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 | 06/01/21 |
|---|---|---|
| <PROJECT MANAGER> | COMPLETION DATE | 03/20/22 |

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**.

| PROJECT DATA | | | | GANTT SCHEDULE | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| TASK | START DATE | COMPLETION DATE | PERFORMER | 01.06 | 08.06 | 15.06 | 22.06 | 30.06 | 07.07 |

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

- 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 **"COMPLETION DATE"** column, it is necessary to enter the end date for each task.

- In the column **"PERFORMER"** it is necessary to enter the names of the executors responsible for the execution of each of the tasks.

The Gantt chart is located on the right side of the template. The working space of the chart is divided into 40 columns (periods), which are calculated automatically based on the entered values "START DATE" and "COMPLETION DATE".

**GANTT SCHEDULE**

| 01.06 | 08.06 | 15.06 | 22.06 | 30.06 | 07.07 | 14.07 | 22.07 | 29.07 | 05.08 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|

That means the entire duration of the project is divided into 40 equal time intervals and the start date of each period is showed in the header of the chart columns. In the example on the screenshot, one division equals a week.

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.

The Gantt chart is built automatically based on the entered "**START DATE**" and "**COMPLETION DATE**" values. For example, it looks like below:

| START DATE | COMPLETION DATE | PERFORMER | 01.06 | 08.06 | 15.06 | 22.06 | 30.06 | 07.07 | 14.07 | 22.07 | 29.07 | 05.08 | 13.08 |
|-----------|-----------------|-----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 06/01/21 | 06/15/21 | Performer 1 | ▓ | ▓ | | | | | | | | | |
| 06/10/21 | 06/25/21 | Performer 2 | | | ▓ | ▓ | | | | | | | |
| 06/20/21 | 07/05/21 | Performer 3 | | | | | ▓ | ▓ | | | | | |
| 06/30/21 | 07/15/21 | Performer 4 | | | | | | | ▓ | ▓ | | | |
| 07/10/21 | 07/25/21 | Performer 5 | | | | | | | | | ▓ | ▓ | |
| 07/20/21 | 08/05/21 | Performer 6 | | | | | | | | | | ▓ | ▓ |
| 07/30/21 | 08/15/21 | Performer 7 | | | | | | | | | | | ▓ |