Gantt Chart Example

When you are making timelines, you might consider using a tool called the Gantt Chart. It is a program timeline that displays which activities happen at the same time and the dependent relationships between each. The Gantt Chart helps to visualize the sequence of activities – it shows, for example, which activities should happen first, as they must be completed before others may begin. Now, consider the following two examples to help learn how to use Gantt Chart.

Example One: Gantt Chart of a Report on Rights Discrimination

Actions	Responsible Person	January	February	March	April	May	June	July	August
Consult allies	Mei	■							
Map the project	Mei and Caro		■						
Write interview outline	Mei			■					
Contact interviewees	Mei			■					
Interview	Mei and Caro				■	■			
Analyze interviews	Mei and Caro						■		
Write report	Mei							■	
Submit report to the donor	Mei								■
Distribute report	Mei								■

Gantt Chart Example One Analysis

1. All steps needed for the activity are listed in the first column and the months across the top. The second column clearly states the person in charge.

2. In the March column, you can see how this chart reflects the fact that some activities must be done at the same time. The shaded cells represent that Mei will draft interview outlines and possibly contact potential interviewees, which should happen the same time as drafting the outlines.

3. Pay attention to the fact that the Gantt Chart can also reflect the dependent relationship of activities. For example, you can only start mapping the project in February after consulting allies in January; Mei has to finalize the interview outline in March before conducting interviews in April and May.

4. Last, from the chart we can tell that Mei is responsible for most of the activities in this project. Monthly activities including writing and distributing reports are being done by Mei alone. Making a chart like this can remind Mei's boss to divide the staff's tasks fairly and evenly to avoid overloading Mei.

Example Two: Gantt Chart on a Maternity and Children's Health Program

This is a Neonatal Resuscitation (NR) program aiming to train nurses and pregnant women to help newborn babies regain breath when suffering from asphyxia – a simple and life-saving intervention measure. It is the focus of many maternity and children's healthcare programs.

Action	Responsible Person	January	February	March	April	May	June	July	August
Contact with maternity hospitals	Mei	�							
Training curriculum development	Xiaofeng & Yang	▣	▣						
NR training for nurses	Xiaofeng			▣	▣	▣			
NR training for pregnant women	Yang			▣	▣	▣			
Follow up with new mothers	Yang & Mei					▣	▣		
Track infant mortality rates	Xiaofeng	▣	▣	▣	▣	▣	▣		
Program M&E	Xiaofeng & Yang							▣	
Grant report to the donor	Mei								▣

Gantt Chart Example Two Analysis

1. This chart also explains that different activities must occur at the same time. Please note that the training for nurses and pregnant women will happen at the same time, but will be conducted by different staff, in order to not overload any specific staff member.

2. Across the whole program cycle, the continuity of some activities is also reflected in this chart. For example, tracking infant mortality rates lasts from January to June. The organization probably wants to compare the data collected to evaluate whether this program is successful or not. Therefore, they have to start data collection before the program and continue with it throughout the whole cycle.