Baseline Schedule – Gantt Chart

Description

A Gantt chart is a project management tool that illustrates work completed over a period of time in relation to the time planned for the work. It typically has two sections: the left side outlining a list of tasks, and the right side has a timeline with schedule bars that visualize the work.

Example

Gantt Chart (or Baseline Schedule)

WBS	Task Name	Task Owner	Year 1 1/1/2025 – 12/31/2025				Year 2 1/1/2026 – 12/31/2026				Year 3 1/1/2027 – 12/31/2027			
	Improving Parks & Recreation (IPR)	**R. Swanson**	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
1.0	**Equipment**	**R. Swanson**	█	█	█	█	█	█	█	█	█	█	█	█
	Award Agreement Executed – Project Team Kickoff	R. Swanson	█											
1.1	**Evaluate & Assess**	R. Swanson	█	█										
1.1.1	Sub - Work/Task	A. Ludgate	█											
1.1.2	Sub - Work/Task	A. Dwyer	█											
1.2	**Work To Do**	C. Trager		█	█	█								
	Milestone - Deliverable/Achievement t	GRA -KU				█								
1.3	**Work To Do**	C. Trager					█	█						
1.3.1	Sub - Work/Task	GRA -KU					█							
1.4	**Work To Do**	R. Swanson					█	█						
	Milestone - Deliverable/Achievement	A. Ludgate							█					
1.5	**Work To Do**	R. Swanson							█	█				
	Milestone - Close to WBS Element	R. Swanson								█				
2.0	**Landscape**	**L. Knope**	█	█	█	█	█	█	█	█	█	█	█	█
	Milestone - Kickoff to WBS Element	R. Swanson								█				
2.1	**Sod**	L. Knope								█	█			
2.1.1	Sub - Work/Task	Vendor								█				
2.2	**Recycled Rubber**	L. Knope									█	█	█	
	Milestone - Deliverable/Achievement t	A. Dwyer											█	
	Milestone - Deliverable/Achievement	A. Dwyer											█	
2.3	**Work To Do**	C. Trager											█	
2.3.1	Sub - Work/Task	GRA -KU										█		
2.4	**Work To Do**	L. Knope										█	█	
	Milestone - Deliverable/Achievement	A. Dwyer											█	
2.5	**Signage**	R. Swanson												█
	Milestone - Close to WBS Element	R. Swanson												█

Template Instructions

When creating your Gantt Chart:

1. Set up your project details.
2. Add tasks to your project.
3. Schedule your tasks.
4. Add important project milestones.
5. Add dependencies to the tasks that need them.
6. Review the project team and assign ownership to the tasks based on expertise and experience

WBS	Task Name	Task Owner	Year 1 M/D/YYYY – M/DYYYY				Year 2 M/D/YYYY – M/DYYYY				Year 3 M/D/YYYY – M/DYYYY			
	Project Name (Acronym)	Project Lead	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
1.0	**WBS Element - Task Section 1**													
	Milestone - Kickoff to WBS Element													
1.1	**Work To Do**													
1.1.1	Sub - Work/Task													
1.2	**Work To Do**													
	Milestone - Deliverable/Achievement													
1.3	**Work To Do**													
1.3.1	Sub - Work/Task													
1.4	**Work To Do**													
	Milestone - Deliverable/Achievement													
1.5	**Work To Do**													
	Milestone - Close to WBS Element													
2.0	**WBS Element - Task Section 2**													
	Milestone - Kickoff to WBS Element													
2.1	**Work To Do**													
2.1.1	Sub - Work/Task													
2.1.2	Sub - Work/Task													
2.2	**Work To Do**													
	Milestone - Deliverable/Achievement													
	Milestone - Deliverable/Achievement													
2.3	**Work To Do**													
2.3.1	Sub - Work/Task													
2.4	**Work To Do**													
	Milestone - Deliverable/Achievement													
2.5	**Work To Do**													
	Milestone - Close to WBS Element													