**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**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |  |  |  | |  |  |  |

Gantt Chart (or Baseline Schedule)

**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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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* |  |  |  |  |  |  |  |  |  |  |  |  |  |