A simple Gantt chart – in a Word table

**Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Week**  **(or day/month)** |  |  |  |  |  |  |  |
| **Task** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**How to use the table as a Gantt chart**

1. Write down which sub-tasks your task consists of in the fields under the word “Task”.
2. Select time interval: hours, days, weeks, months. Note either time of day, dates or months in the fields in the top row.
3. Mark the fields next to each activity to indicate the time it takes place. You can either mark with an X or by colouring each cell. See the example below. You can colour the cell as follows: mark it and select “Table”, “Properties for Table”, “Table”, “Borders and Shading”, select the colour you want and then select “OK”, “OK”.
4. Insert additional fields as needed under the “Table”, “Insert” function.

Example with X-marks in the relevant cells

**Task: Quarterly report**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | 1.4 | 2.4 | 3.4 | 4.4 | 5.4 | 6.4 | 7.4 | 8.4 | 9.9 | 10.4 |
| **Task** |  |  |  |  |  |  |  |  |  |  |
| Data collection | X | X |  |  |  |  |  |  |  |  |
| Analysis |  |  | X | X |  |  |  |  |  |  |
| Writing report |  |  |  |  | X |  |  |  |  |  |
| Approval |  |  |  |  |  |  |  | X |  |  |
| Proofing |  |  |  |  |  |  |  |  | X |  |
| Delivery |  |  |  |  |  |  |  |  |  | X |

Example with coloured cells

**Opgave: Kvartalsrapport til ledelsen**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Dato** | 1.4 | 2.4 | 3.4 | 4.4 | 5.4 | 6.4 | 7.4 | 8.4 | 9.9 | 10.4 |
| **Opgave** |  |  |  |  |  |  |  |  |  |  |
| Data collection |  |  |  |  |  |  |  |  |  |  |
| Analysis |  |  |  |  |  |  |  |  |  |  |
| Writing report |  |  |  |  |  |  |  |  |  |  |
| Approval |  |  |  |  |  |  |  |  |  |  |
| Proofing |  |  |  |  |  |  |  |  |  |  |
| Delivery |  |  |  |  |  |  |  |  |  |  |