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before Task 2 can start. This is the most common type of dependency. Task-to-start: Task 2 can't begin until Task 1 has started. Task 2 can start after Task 1 has started. Finish-to-finish: Task 2 can't finish until after Task 1 is completed. Task 2 can't finish until after Task 1 is completed. Start-to-finish: Task 2 can't finish until after Task 1 has started. This is a rare type of dependency. For more complex project management, grab these templates: Download: Gantt chart template for Microsoft Excel Frequently Asked Questions Excel doesn't include a native Gantt chart template, but you can download our free template above, then upload it to use in the program. Yes. To create a Gantt chart in Excel, you'll enter project data into an Excel table and create a stacked bar chart. To get the look of a Gantt chart, you have to make a few modifications to the way the data is presented. Read our full guide on how to make a Gantt chart in Excel for a step-by-step overview. Yes. There are several platforms that will help you automate the creation of Gantt charts and task interdependencies. Forbes Advisor has compared the best Gantt chart software on the market so you can see the top options. Microsoft Word does not have a native Gantt chart template. A Gantt chart is a project management tool that helps you visualize timelines for your project at a glance. It lists the project tasks that need to be completed down the left column and dates across the top row. A bar represents the duration of each task, so you can see at once when each task will begin and end. To create a Gantt chart, you need three basic pieces of information about your project: tasks, duration of each task and either start dates or end dates for each task. You can create a Gantt chart by entering this information into a spreadsheet tool like Microsoft Excel or Google Sheets; or a Gantt chart project management tool, like Smartsheet, monday.com or Wrike. If you already have access to Microsoft Excel, you can use the process outlined above to create a Gantt chart in the software for free. If you don't have access to Microsoft tools, you can create a free Google Workspace account and create a Gantt chart in Google Sheets for free. Many project management tools offer free versions or free trials, so you could have access to a more user-friendly and robust Gantt chart tool for free. Was this article helpful? In this article, you'll find the most helpful Gantt chart templates for Microsoft Word, which have been researched and compiled by leading project management experts. Included on this page, you'll find a basic Gantt chart, a sales activity Gantt chart, weekly and monthly task Gantt charts, and many more helpful templates. Use this simple Gantt chart template to track tasks, assign owners to each task, calculate duration, and identify dependencies between tasks to ensure you complete your project on time. Within this template, you'll find space to break out tasks into phases and view overall progress, which will help you manage projects in a timely manner. Download Basic Gantt Chart Template Word | Smartsheet As you work to effectively manage your project, use this detailed Gantt chart template to list each task, provide descriptions, assign owners, and document start and end dates. Keep all project details organized, identify milestones, and view dependencies to ensure your team completes tasks in a timely manner. Download Project Management Gantt Chart Template Word | Smartsheet If you're looking for an easy way to track specific work schedules and tasks, use this Gantt chart template to list all the things on your to-do list and plot them against a specific timeline. Use the at-a-glance view to gain insight into project schedule and use those details to alter tasks as needed. Download Work Schedule Gantt Chart Template - Word Track and monitor project tasks over a one-month time period with this helpful monthly task Gantt chart template. List tasks by each phase and view progress quickly to stay on top of the work that needs to be completed each month to ensure the timely project delivery. Download Monthly Task Gantt Chart Template - Word For shorter projects with tasks that span the course of a week, use this template to list all corresponding deliverables, owners, and start and end dates. This template will help you to keep projects flowing smoothly, which is especially important for projects with shorter durations. Download Weekly Task Gantt Chart Template - Word Track all sales activity associated with an individual salesperson or team-wide sales goals with this sales activity Gantt chart. View planned sales forecast numbers against actual sales quotas, break down sales numbers by a specific client or product, and track progress over the course of a predetermined sales cycle, to hold all sales team members accountable. Download Sales Activity Gantt Chart Template - Word Plan and drive the development of your IT product with this helpful Gantt chart. Break out the phases of your product roadmap, track feature developments, identify release dates, and note closeout actions. Download Product Lifecycle Gantt Chart Template Word | Smartsheet Organize all tasks associated with your marketing campaigns and launches with this helpful, marketing-specific Gantt chart template. Break out projects into phases, like planning, creative development, promotion planning, launch, and evaluation. Use this template to gain insight into task status, assign owners for each overall phase and underlying task(s), and note start and end dates. Download Marketing Plan Gantt Chart Template Word | Smartsheet From simple task management and project planning to complex resource and portfolio management, Smartsheet helps you improve collaboration and increase work velocity – empowering you to get more done. The Smartsheet platform makes it easy to plan, capture, manage, and report on work from anywhere, helping your team be more effective and get more done. Report on key metrics and get real-time visibility into work as it happens with roll-up reports, dashboards, and automated workflows built to keep your team connected and informed. When teams have clarity into the work getting done, there's no telling how much more they can accomplish in the same amount of time. Try Smartsheet for free, today.

The professional-looking Gantt chart is provided by Vertex42.com, a leading designer of Excel spreadsheets. The Excel Gantt chart template breaks down a project by phase and task, noting who's responsible, task start and end date, and percent completed. Share the Gantt chart in Excel with your project team to review and edit collaboratively. A Gantt chart template is a pre-built model of a bar chart that enables users to create a customized graphic by simply adding their specific data to the predefined frame. Why do you need a Gantt chart template? You can use a Gantt chart template in many different ways. This Gantt chart Excel template makes for a perfect project planner, allowing you to track and synchronize the activities of a project. Based on the long-standing Gantt chart model, this project planning template in Excel uses a simple visual representation to show how a project will be managed over time. You can enter the start dates, duration, and current status of each task and ... The professional-looking Gantt chart is provided by Vertex42.com, a leading designer of Excel spreadsheets. The Excel Gantt chart template breaks down a project by phase and task, noting who's responsible, task start and end date, and percent completed. Share the Gantt chart in Excel with your project team to review and edit collaboratively.

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