
GANTT CHART TEMPLATE

Project Overview

Project Name	
Project Manager	
Start Date	
End Date	

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Gantt Chart and Progress Tracking

Task / Milestone	Start Date	End Date / Target Date	Duration	Completion Date	Progress (%)	Responsible Person(s)	Status	Notes / Comments



Usage Instructions

Step 1: Set Up the Project Overview

- 1. Enter the Project Name:** In the "Project Name" field, type the name of your project.
- 2. Assign the Project Manager:** Enter the name of the person managing the project in the "Project Manager" field.
- 3. Specify Start and End Dates:** Fill in the "Start Date" and "End Date" with the dates when the project is expected to begin and finish.

Step 2: Populate the Gantt Chart and Progress Tracking

- 1. List Tasks or Milestones:** Under "Task/Milestone," list all the key tasks or milestones for your project (e.g., Task 1, Task 2).
- 2. Enter Start and End Dates:** For each task, enter the "Start Date" and "End Date/Target Date."
- 3. Calculate Duration:** Fill in the "Duration" column with the number of days or weeks required to complete each task.
- 4. Completion Date:** Enter the date when the task was completed. If it's ongoing, leave this blank for now.
- 5. Track Progress:** In the "Progress (%)" column, indicate the percentage of work completed for each task (e.g., 50%).
- 6. Assign Responsible Person(s):** Enter the name(s) of the person or team responsible for each task.
- 7. Update Status:** Use the "Status" column to mark the task as "Not Started," "In Progress," "Completed," etc.
- 8. Add Notes/Comments:** Include any additional notes or comments relevant to each task.

Step 3: Review and Update

- 1. Regularly Review the Chart:** Check the Gantt chart regularly to ensure it reflects the current progress of the project.
- 2. Update as Needed:** As tasks are completed or progress changes, update the relevant fields to keep the chart accurate.

Step 4: Use for Progress Tracking

- 1. Monitor Overall Project Progress:** Use the chart to monitor the project's overall progress and identify any tasks that may be falling behind.
- 2. Communicate with the Team:** Share the Gantt chart with your team to ensure everyone is aware of their responsibilities and deadlines.

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