**Gantt Chart**

A Gantt chart is commonly used in project management planning as a useful time management technique that show all tasks or activities that need to be completed versus the time it takes to complete it. On the left side of the chart is a list of activities and across the top is a suitable time scale. The time scale depends entirely on the project and could be broken down into hours, days, or weeks. Each activity is represented by a bar and the position and length of the bar reflects the start date, duration, and end date of the activity. At a glance, a Gantt chart helps break the project down into smaller bite size pieces. As the project is broken down into major categories, those major categories can then be broken down into smaller subcategories or goals. These are considered “SMART” goals. Each goal is estimated for how long it will take and this helps either plan the length of the project or plan how to complete all the goals in the set amount of time.

When looking at a Gantt chart you will be able to tell:

* What each of the activities are
* When each activity begins and ends
* How long each activity will take
* Where activities overlap with other activities and by how much
* The start and end date of the whole project

To summarize, a Gantt chart shows you what has to be done (the activities) and when (the schedule).

For you Gantt charts, include the following items:

* The following information on the left: The main Rankine cycle project categories with their subcategories, estimated start date, estimated finish date, actual start date, actual finish date, owner, and percent complete.
* The time scale should be in days and start \_\_\_\_\_\_\_ through \_\_\_\_\_\_\_.
* For the items that are being worked on, the bars should be Yellow, completed items should be in green, and items that have not been started should be in grey.