

PROJECT TITLE																										
TOTAL DURATION OF PROJECT:				25 DAYS											DUE DATE:			16/05/09								
Task	Duration	April										May														
		M 1	T	W	TH	F	M 2	T	W	TH	F	M 3	T	W	TH	F	M 4	T	W	TH	F	M 5	T	W	TH	F
		15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	5	6	7	8	9	12	13	14	15	16
Gantt chart	½ hr																									
Brainstorm	½ hr																									
Research	1 day																									
Design sketches	2 days																									
Resource table	½ hr					◆																				
Journal	Ongoing																									
Evaluation	3 days																									
Production	12 days																									

LEGEND	
Lead Time: paperwork that needs to be done before production	
Production	
Lag Time: if more time is needed	
Completion of phase	◆

Take Note:

1. This is a **Gantt chart**. It is an important tool to achieve effective **project management**.
2. You need to replace the information in this sheet with the information that is relevant to your particular project.
3. You will probably find it necessary to break up production project into different phases to ensure effective project management.