

Example Gantt chart

A Gantt chart will:

- allow you to illustrate the key milestones of the project and activities that need to be carried out
- help you to track the project and easily see if you are managing to keep to the timelines you set out at the start of the project

An illustration of what is included in a basic Gantt chart is given below. You will want to go into more detail, breaking down key stages of project planning

| ACTIVITY | TIMING | | | | | | | | | | | | | | COMMENTS |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|--|
| | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 | |
| Activity and reflection log | | | | | | | | | | | | | | | To be kept throughout the project |
| Project plan | | | | | | | | | | | | | | | The main activities and other key activities that will take you from where you are now to where you want to be at the end of the project. |
| Engagement with potential participants | | | | | | | | | | | | | | | Getting people on board from the start is crucial. Think about those directly involved and people whose support will can make a difference |
| Workshop planning | | | | | | | | | | | | | | | You will need to break this down |
| Workshops | | | | | | | | | | | | | | | You need to think about the stages of planning this and adding this to the chart |

| | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|---------------|--|--|--|--|--|--|--|-----------|--|---|
| Identification of most relevant EP resources | | | | | | | | | | | | | | | | This will go on outside these boundaries |
| 1:1 with participants | | | | | | | | | | | | | | | | Need to think about when this fits in and where it will be of most benefit |
| Status report | | | | | | 28 January | | | | | | | | | | KEY MILESTONE |
| Evaluation | | | | | | | | | | | | | | | | Plan your evaluation from the start – using the learning objectives and thinking about the information you will need to know whether the aims have been reached and the information you need to learn about the successes and challenges and to identify potential next steps. The information can be gathered throughout the project as well as at the end and beyond. |
| Final Report Submitted | | | | | | | | | | | | | | 24 MAY | | KEY MILESTONE |