

## Guidance

# Creating your Gantt Chart with the Evaluator



A gantt chart is used in project management to visually represent a project plan over time. Gantt charts show you the timeline and person responsible for each task in the project. The gantt chart makes it easier to keep your project team, evaluator and stakeholders on track.

### Important notes:

- ♦ You will develop your gantt chart with the evaluator- it's a collaborative piece of work.
- ♦ YEF timescales are tight so please use your gantt chart as a tool to keep to the agreed timescales.
- ♦ The gantt chart will form part of your grant agreement. It's a commitment by you and the evaluator to deliver tasks on time.

YEF have produced a template and an example gantt chart to help you in this work. These are available on the YEF website in the 'resources for grantees' section.

### Creating your Project Gantt Chart

This table below lists tasks that will support your project team and the evaluator to develop a gantt chart. The top tips offer some additional guidance.

TASK	TOP TIPS
Schedule a meeting with the evaluator to develop the document	This may take a couple of hours. Choose a time and date when everyone is available.
Prepare for the meeting by looking at the gantt chart template and the example gantt chart. ( <a href="#">downloadable here</a> ) You should also have your process map available for reference. Agree, with the evaluator, who will complete the template	Think about anything that might impact the timeline e.g. school holidays or time off. Ask project partners if they know anything that might impact the timeline. Ask project partners if they know anything that might impact the timeline.

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<p>With the evaluator, list each project task under the following three headings:</p> <ol style="list-style-type: none"> <li>1. Project and Evaluation Setup and Mobilisation (before you start)</li> <li>2. Project and Evaluation Launch and Delivery</li> <li>3. Project and Evaluation Performance/ Monitoring</li> </ol> <p>For every task identified, write down:</p> <ul style="list-style-type: none"> <li>♦ When each task will begin and end (specific dates)</li> <li>♦ Who is responsible</li> <li>♦ How the tasks relate to each other</li> <li>♦ Any dependencies</li> <li>♦ Important meetings and deadlines</li> </ul>	<p>Think about the following:</p> <ul style="list-style-type: none"> <li>♦ Are there tasks that can happen at the same time?</li> <li>♦ Are there tasks that can't happen until another task has been completed? (dependencies)</li> <li>♦ Have you included data collection points?</li> <li>♦ Are the timescales realistic based on your project team capacity?</li> <li>♦ Are the timescales realistic based on your partner's capacity?</li> <li>♦ Have you included all tasks associated with your process map?</li> <li>♦ Have you scheduled regular catch-ups with the evaluator to stay on track?</li> </ul> <p>Remember, this is a joint piece of work. It should be developed by you and the evaluator.</p>
<p>Start to complete the gantt chart template</p>	<p>Refer to the YEF example gantt chart for guidance.</p>
<p>Share your draft gantt chart with YEF, your project team and your partners.</p> <p>Ask for feedback and amend the documents as required.</p>	<p>Ensure that everyone understands the timelines associated with each project task.</p> <p>Ensure that everyone understands their responsibilities for delivery. It can be useful for everyone to schedule the project tasks in their work calendars.</p>
<p>Review the gantt chart regularly during project delivery. Use it as a tool to stay on track with tasks and timelines.</p>	<p>Remember this is a live document. You will review it regularly with YEF and the evaluator.</p> <p>You may need to update the gantt chart if changes to the project are agreed during delivery. Please share any changes with YEF, your project team and partners.</p>