

## Gantt Chart

A **Gantt Chart** is used to show several tasks or events and how they occur over time. It is useful for scheduling various aspects of a project or for monitoring progress. It looks like a sideways bar chart, with the name of the event or task on the left axis, and the passage of time on the bottom axis. It does not show the dependency between tasks, but simply how they lay out over time.

Summer Leave Schedule for Logistics Branch								
	29 JUN-3 JUL	6-10 JUL	13-17 JUL	20-24 JUL	27-31 JUL	3-7 AUG	10-14 AUG	17-21 AUG
Mary	XXXX X	XXXX X						
Susan		XXXX X	XX					
Jeff				XXXXX	X			
Fred		XXXX X		XXXX	XXX			
Dan						XX	X	
Jenny						XXXXX	XXXX	
Joe		XXXX X				XXXXX		
Sarah			XXXX X		XX			XXXX X

**Your Example.** An ideal process to plan using a Gantt chart is to lay out the timeline that you must follow in order to complete the tasks to get ready to go to AMSC.

Congratulations! You have finished the ToolTime workbook! Remember, if you have any questions, write them down to discuss with you faculty upon arriving at the college, or write to the email address listed in the Introduction. These are samplings of tools and techniques you will use while you are a student, with many more contained in the Memory Jogger II.