Guidance for Gantt Chart

A Gantt Chart is a requirement for all projects granted funding and is requested as part of the progress report. The Gantt chart shall at least include the following:

- Working packages, activities and milestones (1)
- Responsible partner for each activity (2)
- Clearly indication about the time frame between project start and the time the progress report will be submitted (3)

Example of a Gantt chart, which meets all requirements:

Gantt chart

31/10 2022

WP/Sub WP	Lead	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP 1: Field research and technical design										M1															
1.1 Specify design tasks	XYZ	■																							
1.2 Field studies, interviews and focus groups	XYZ		■	■																					
1.3 Context analysis and user requirements	XYZ				■	■	■	■	■	■															
1.4 Iterative design of prototypes	ABC				■	■																			
1.5 Redesigned processes and final user requirements	XYZ/ABC						■	■	■	■															
WP 2: Technical development										M2															
2.1 Engine development	ABC		■	■	■	■	■	■	■	■	■	■	■	■											
2.2 Preparing engine for specs	ABC		■	■	■	■	■	■	■	■															
2.3 Database structure and database access	ABC		■	■	■	■	■	■	■	■															
2.4 UI and report generator integration	ABC					■	■	■	■	■					■	■									
2.5 Engine prepared for deployment	ABC														■	■									
WP 3: UI interface, report generator and capabilities														M3											
3.1 Spec library	ABC								■	■	■	■	■												
3.2 UI interface	ABC									■	■	■	■	■	■										
3.3 Report module	ABC											■	■	■	■										
WP 4: Test and adaptation																									M4
4.1: SandBox tests	XYZ														■	■	■	■							
4.2 Adaptation	XYZ																■	■	■						
4.3: Field test	XYZ																			■	■	■			
4.4: Adaptation	XYZ																					■	■		
4.5: Final prototype testing and documentation	XYZ																						■	■	■
WP 5: Project management																									M5
5.1 Project manager tasks	XYZ/ABC	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5.2 WP lead tasks	XYZ/ABC	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5.3 Steering committee tasks	XYZ/ABC	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

Callouts: (2) Lead column — Responsible partner; (3) time frame between project start and progress report submission; (1) Working packages, activities and milestones.