**MONTHLY TASK GANTT CHART TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT LEAD | PROJECT START DATE | PROJECT END DATE | TODAY’S DATE |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Individual columns represent weeks. |
|  |  |  | **MONTH** | **MAY** | **JUNE** | **JULY** | **AUGUST** |
|  |  |  | **WEEK START DATE** | **2** | **9** | **16** | **23** | **30** | **6** | **13** | **20** | **27** | **-** | **4** | **11** | **18** | **25** | **-** | **1** | **8** | **15** | **22** | **29** |
| **ACTIVITY** | **% DONE** | **ASSIGNED TO** | **START DATE** | **END DATE** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **-** | **10** | **11** | **12** | **13** | **-** | **14** | **15** | **16** | **17** | **18** |
| PHASE 1 TITLE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 1 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 3 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 4 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 5 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 6 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 7 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PHASE 2 TITLE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 1 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 3 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 4 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 5 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 6 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 7 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT LEAD | PROJECT START DATE | PROJECT END DATE | TODAY’S DATE |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Individual columns represent weeks. |
|  |  |  | **MONTH** | **MAY** | **JUNE** | **JULY** | **AUGUST** |
|  |  |  | **WEEK START DATE** | **2** | **9** | **16** | **23** | **30** | **6** | **13** | **20** | **27** | **-** | **4** | **11** | **18** | **25** | **-** | **1** | **8** | **15** | **22** | **29** |
| **ACTIVITY** | **% DONE** | **ASSIGNED TO** | **START DATE** | **END DATE** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **-** | **10** | **11** | **12** | **13** | **-** | **14** | **15** | **16** | **17** | **18** |
| PHASE 3 TITLE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 1 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 3 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 4 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 5 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 6 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 7 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PHASE 4 TITLE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 1 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 2 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 3 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 4 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 5 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 6 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task 7 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |