**MICROSOFT WORD GANTT CHART TEMPLATE**

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| --- | --- | --- | --- | --- |
| PROJECT NAME | PROJECT LEAD | PROJECT START DATE | PROJECT END DATE | TODAY’S DATE |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **PHASE ONE** | **PHASE TWO** | **PHASE THREE** | **PHASE FOUR** |
| **TASK ID** | **TASK** | **% DONE** | **ASSIGNED TO** | **START DATE** | **END DATE** | **WEEK****1** | **WEEK****2** | **WEEK****3** | **WEEK****4** | **WEEK****5** | **WEEK****6** | **WEEK****7** | **WEEK****8** | **WEEK****9** | **WEEK****10** | **WEEK****11** | **WEEK****12** |
| 1 | Project Conception and Initiation |  |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 | Project Charter | 100% |   |  |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.1 | Project Charter Revisions | 100% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 | Research | 90% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 | Projections | 40% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 | Stakeholders | 70% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5 | Guidelines | 60% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.6 | Project Initiation | 50% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Project Definition and Planning |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 | Scope and Goal Setting | 5% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 | Budget | 30% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 | Communication Plan | 0% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.4 | Risk Management | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Project Launch and Execution |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 | Status and Tracking | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 | KPIs | 0% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.1 | Monitoring | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2.2 | Forecasts | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3 | Project Updates | 0% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3.1 | Chart Updates | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Project Performance / Monitoring |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 | Project Objectives | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 | Quality Deliverables | 0% |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3 | Effort and Cost Tracking | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.4 | Project Performance | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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