Gantt Chart

Project _____ **Project start (week 1)** [MM/DD/YYYY] **Project manager** _____

Task	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12
Phase 1: [Planning]												
[Task]												
[Task]												
Phase 2: [Execution]												
[Task]												
[Task]												
[Task]												
Phase 3: [Launch]												
[Task]												
[Task]												
Milestone: [Name]												

How to use: shade the weeks each task is scheduled. Mark milestones with ◆. Update progress weekly by shading completed work in a darker color.