

Simple Gantt Chart

Plan and track project tasks and timelines on a weekly schedule.

HOW TO USE

1. Enter your project name, manager, and start date at the top of the Gantt Chart sheet.
2. The week columns update automatically to match your project start date.
3. Add each task in the Task Name column. Blue cells are your inputs.
4. Enter start and end dates for each task. The Duration column calculates automatically.
5. The Gantt bars fill in automatically based on the task dates and the project timeline.
6. Use the Status dropdown to mark tasks as Not started, In progress, Complete, or Delayed.
7. The colour band shows total tasks, completed, in progress, and the project end date.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to enter your own tasks. Change the project start date and all week headers update automatically.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You can remove it from Page Layout, Page Setup, Header/Footer.

NOTES

Blue cells are your inputs. White cells are calculated. Sheet protection is on. To unprotect, use Review, Unprotect Sheet (no password).

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

Simple Gantt Chart

Add your logo here

Project: Website Redesign Project Manager: Sarah Jones Start: 02/06/2025

| | | | |
|-------------|----------|-------------|------------|
| TOTAL TASKS | COMPLETE | IN PROGRESS | END DATE |
| 15 | 4 | 2 | 28/07/2025 |

| No | Task Name | Owner | Start | End | Days | Status | % Done | 2/6 | 9/6 | 16/6 | 23/6 | 30/6 | 7/7 | 14/7 | 21/7 | 28/7 | 4/8 | 11/8 | 18/8 | 25/8 | 1/9 | 8/9 | 15/9 | |
|----|-------------------------|-------------|------------|------------|------|-------------|--------|-----|-----|------|------|------|-----|------|------|------|-----|------|------|------|-----|-----|------|--|
| 1 | Project kickoff meeting | Sarah Jones | 02/06/2025 | 02/06/2025 | 1 | Complete | 100% | █ | | | | | | | | | | | | | | | | |
| 2 | Requirements gathering | Tom Baker | 03/06/2025 | 06/06/2025 | 4 | Complete | 100% | | | | | | | | | | | | | | | | | |
| 3 | Stakeholder interviews | Sarah Jones | 04/06/2025 | 10/06/2025 | 7 | Complete | 100% | | █ | | | | | | | | | | | | | | | |
| 4 | Design brief | Amy Clarke | 09/06/2025 | 13/06/2025 | 5 | Complete | 100% | | █ | | | | | | | | | | | | | | | |
| 5 | Wireframe creation | Amy Clarke | 11/06/2025 | 20/06/2025 | 10 | In progress | 70% | | | █ | | | | | | | | | | | | | | |
| 6 | Design review | Sarah Jones | 18/06/2025 | 20/06/2025 | 3 | Not started | 0% | | | | | | | | | | | | | | | | | |
| 7 | Content audit | Tom Baker | 09/06/2025 | 16/06/2025 | 8 | In progress | 50% | | █ | █ | | | | | | | | | | | | | | |
| 8 | Copywriting | Emily Hart | 16/06/2025 | 27/06/2025 | 12 | Not started | 0% | | | █ | █ | | | | | | | | | | | | | |
| 9 | Development sprint 1 | Dev Team | 23/06/2025 | 04/07/2025 | 12 | Not started | 0% | | | | █ | █ | | | | | | | | | | | | |
| 10 | Development sprint 2 | Dev Team | 07/07/2025 | 18/07/2025 | 12 | Not started | 0% | | | | | | █ | █ | | | | | | | | | | |
| 11 | SEO setup | Tom Baker | 07/07/2025 | 11/07/2025 | 5 | Not started | 0% | | | | | | █ | | | | | | | | | | | |
| 12 | User testing | Amy Clarke | 14/07/2025 | 18/07/2025 | 5 | Not started | 0% | | | | | | | █ | | | | | | | | | | |
| 13 | Bug fixing | Dev Team | 21/07/2025 | 25/07/2025 | 5 | Not started | 0% | | | | | | | | █ | | | | | | | | | |
| 14 | Stakeholder sign-off | Sarah Jones | 25/07/2025 | 25/07/2025 | 1 | Not started | 0% | | | | | | | | | | | | | | | | | |
| 15 | Go live | Dev Team | 28/07/2025 | 28/07/2025 | 1 | Not started | 0% | | | | | | | | | | █ | | | | | | | |

TOTAL 91 4 of 15 complete

Tasks: 15 | Not started: 9 | In progress: 2 | Delayed: 0