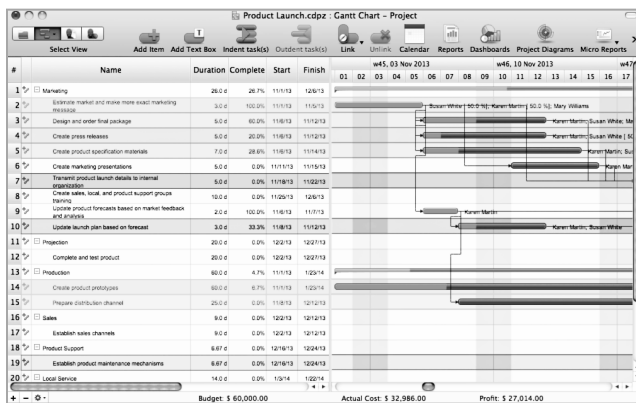# the Gantt schedule when and how to use it

THE GANTT SCHEDULE

"A Gantt chart is a graphic representation of a project schedule. A Gantt chart is a horizontal bar chart that shows the start and finish dates of several elements of a project that typically include resources, milestones, tasks and dependencies." (Investopedia.)

WORKING WITH A GANTT SCHEDULE

Enter the information in the Gantt schedule as soon as you can. Do not wait to have all the information you think you need — this is **your** working schedule and **your** tool to manage the Project, so you can adjust it as new information is available or the information changes.

RECOMMENDATIONS

Use the contract between RMW and the Owner and other documentation that describes RMW's scope of work to obtain the preliminary information. Identify and document the following in the Gantt schedule:

- The date when RMW services start and the date of Substantial Completion, or another date when our services end.

- The intermediate milestones and associated dates where deliverables are required (typically schematic design submittal, design develop submittal, permit set, construction set, and such).

- The known RMW deliverables required at each milestone. If not specifically listed in the RMW-Owner contract and other documents, use the applicable list of typical submittals required for each type contract attached at the end of this module.

- The known deliverables required from RMW's consultants at each milestone.

- The known deliverables by the Owner's consultants, separate contractors, vendors, etc., at each milestone — these are other entities working in the Project but not under contract with us.The people, or if not the people the entity, ("resources") responsible for the on-time and complete submittal of the deliverables at each stage.

- The tasks necessary to produce the deliverables (at least a sketch, and refine and complete as you go).

- Record in the schedule the estimated task durations.

Use the Gantt schedule to manage the project's budget using the hours assigned to the project and to each task.

- When you assign a time period (hours) to a task, make sure that the hours are enough. Track the task at least once during its duration and check if the hours spent are as expected for the progress done. If not, track down, figure where the waste is, and adjust.

- Finally, use a program that can produce reports so that you can check how you are managing the project hours that you were allocated as you go and make corrections in the process.

Use the Gantt schedule to plan for the following:

- The stage and the time when you need to contact the resources through the project.

- What kind of information do they need from you and you from them at each stage.

- The manner the information will be transmitted, recorded, and posted so all can have access to it, for example, meetings, phone calls, etc.

- Dependencies, that is, how the tasks are related, for example, tasks that need to be completed before other tasks begin, so their time lines are separated as you go and make corrections in the process.