# Example Gannt chart

A Gantt chart will:

* illustrate the key milestones of the project
* activities that need to be carried out
* help you to track the project easily

An illustration of what is included in a basic Gantt chart is given below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week****1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week** **6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week 11** | **Week 12** | **Week 13** | **Week 14** |  |
| Keep Activity and reflection log |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  Keep throughout the project |
| Develop a Project plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  The main activities and other key activities that will take you from where you are now to where you want to be at the end of the project. |
| Engagement with potential participants |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Getting people on board from the start is crucial. Think about those directly involved and people whose support will can make a difference  |
| Develop and deliver Workshops |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Think about the stages of planning this and adding this to the chart |
| Identification of most relevant EP resources |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Pin down the resources that will be most useful to you |
| 1:1 with participants |  |  |  |  |  |  |  |  |  |  |  |  |  |  | When will this fit in and where it will be of most benefit |
| Status report |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **KEY MILESTONE** |
| Evaluation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  Plan your evaluation from the start – using the learning objectives and thinking about the information you will need to know whether the aims have been reached and the information you need to learn about the successes and challenges and to identify potential next steps. The information can be gathered throughout the project as well as at the end and beyond.  |
| Final Report Submitted |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **KEY MILESTONE** |
| Dissemination |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Your dissemination strategy might include presentations, reports, journal articles |