**[](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Simple Gantt Chart Template**

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| --- | --- | --- | --- |
| Project Title | Project Manager | Company Name | Date |
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|  |  |  |  |  |  |  | **PHASE ONE** | | | **PHASE TWO** | | | **PHASE THREE** | | | **PHASE FOUR** | | |
| **Task ID** | **Task Title** | **Task Owner** | **Start Date** | **Due Date** | **Duration in Days** | **Pct of Task Complete** | **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 | Leon |  |  |  | 100% |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.1 | Project Charter Revisions | Kylie |  |  |  | 100% |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 | Research | Pete |  |  |  | 90% |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 | Projections | Steve |  |  |  | 40% |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.4 | Stakeholders | Allen |  |  |  | 70% |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.5 | Guidelines | Malik |  |  |  | 60% |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.6 | Project Initiation | Malik |  |  |  | 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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