**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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