

Appendix G – Gantt Charts

Gantt charts are a tool that enables the Project Manager to schedule and monitor project development. At a minimum, Gantt charts should include the following information:

- Project specific tasks associated with each PDP step.
- The duration of time necessary to accomplish each task.
- Predecessor tasks.
- Baseline finish dates.
- Actual finish dates.
- A calculated critical path.

A sample Gantt chart for a Major Project is provided in this appendix. It should be noted that no single Gantt chart can cover all, or even most, projects. When scheduling a project, the Project Manager should be aware of the following:

- Appropriate PDP Steps must be shown for each project. The sample Gantt chart assumes a Major Project on new alignment. Sample Gantt charts for Minor Projects, Minimal Projects and additional Major Projects are available from ODOT's PDP web site (<http://www.dot.state.oh.us/pdp/>).
- Tasks must be modified for each project. The tasks shown in the sample Gantt charts may be deleted, modified or combined. Additional tasks may be added.
- Durations must be evaluated for each project. Durations, including review times, should be discussed with the individuals responsible for the tasks in question.
- Predecessor tasks must be independently assessed for each project.
- The sample Gantt chart shows a limited number of design activities. In some cases it may be beneficial to list all of the activities shown in the Location and Design Manual, Section 1400.
- Jobs and Progress Milestone definitions are from the Jobs and Progress Plan Enhanced Tracking Milestone List Users Guide, Chapter 3. These milestones may be deleted for projects that are not part of the Jobs and Progress Plan.
- The sample Gantt chart assumes an 18-week contract award process (i.e., Plan Package Delivery in Central Office through Project Award). The 12-week process should be used for smaller projects.