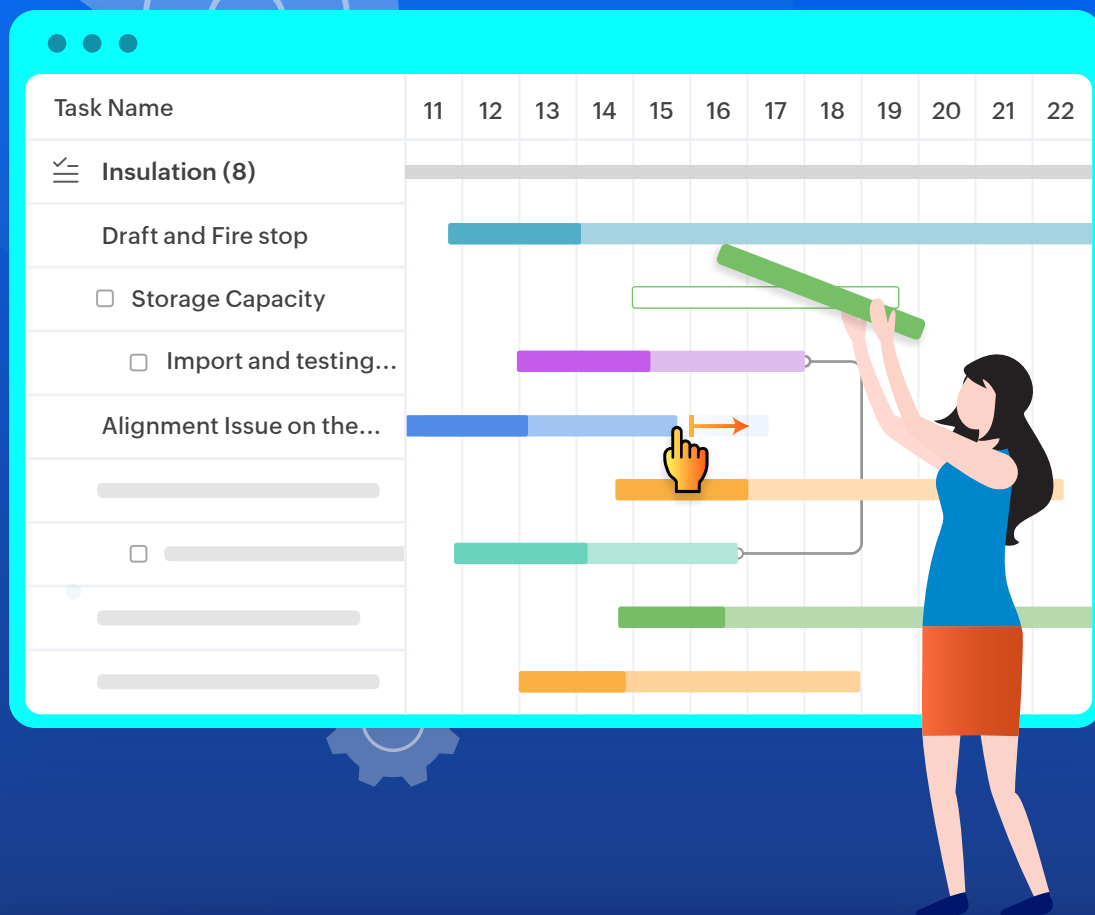
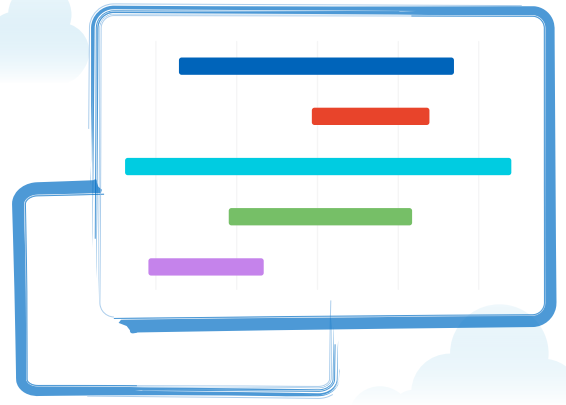


Visualize your **project timeline with Gantt charts** in Zoho Projects



Introduction



Delivering projects 'on time' is the ultimate goal for any project manager. All projects start with an initial plan aiming an achievable timeline, but most project managers would agree that planning on paper can be a completely different story when it comes to real-world execution.

Advanced project management techniques offer a wide range of tools to evaluate schedules and keep the project on track. Among these is the Gantt chart, which showcases your project's planned tasks as a horizontal bar chart, spanning across the assigned dates. With this helpful chart, managers can easily visualize progress and leverage in-depth analysis.

Zoho Projects offers an advanced Gantt chart that displays project progress, phases, and tasks. It makes it simple to set task dependencies and baselines, identify the critical path, view timelines, and much more. Let's dive deeper to understand the concept of Gantt charts and their importance in project management.



What are Gantt charts?

Gantt charts visually illustrate the project's schedule and progress over a timeline. They help project managers gain a quick view of the project's current state, evaluate the project plan, rearrange tasks as needed, and forecast any delays in completion. Gantt charts are crucial in providing the entire team with an overview of the project's timeline, ensuring everyone stays on the same page.

Each Gantt bar in the chart represents the span of the task, its start and end dates, the task's progress along the way, any possible delay in completion, and the overdue period. It helps managers understand the project's health so they can restructure or reorder tasks to derive optimal performance.

Gantt charts can help you

View the entire project schedule in one go

Track overlapping task schedules and create dependencies

Reschedule tasks to stick to project timelines

Forecast delays and ways to overcome them

Visualize different tasks and their span over the project timeline

Manage equal work allocation to your resources

Spot incomplete or overdue tasks

Gantt charts in Zoho Projects

Zoho Projects supports an advanced Gantt chart that provides a detailed overview of the entire project's schedule, accessible from the Projects, Phases, and Tasks modules. It helps project managers break down complex projects and their timelines into smaller, approachable chunks to derive quality insights.

Since continuous monitoring of each project is essential to ensure the project's progress, close tracking is required right from the task level. In a task Gantt chart, all tasks are listed in the left panel, and a horizontal bar is displayed against each task in the right panel, indicating the length of the task.

Milestones

- Home
- Reports
- Projects
- Collaboration
- Overview
- Tasks
- Issue
- Milestones
- Timesheets
- Expenses
- Recent Projects
- Gaming project
- Event Planner
- Donnelly Residential Apart
- SEO
- Donelley Site Construcion
- VanGo Interiors
- CargoCraft Roadmaster
- Donelley site construction
- Frank House
- The Hoover dam - Construc
- School Building 4
- School Building 2

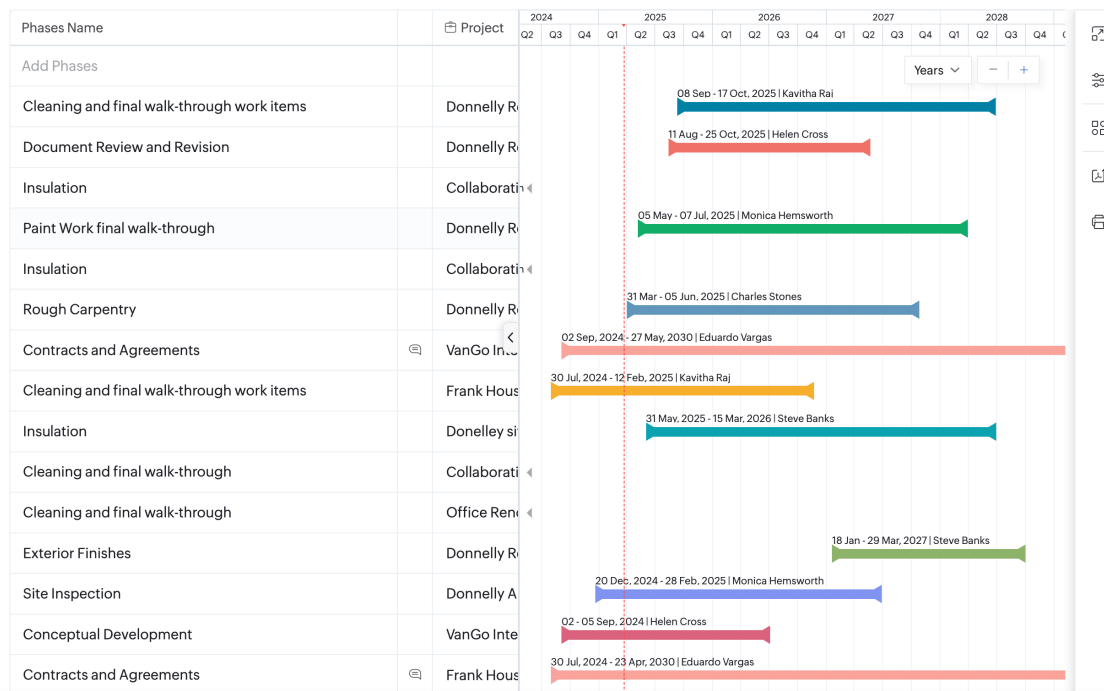
Invite Users

Milestones

Group By None > All Milestones

Gantt

Add Phases



Projects

- Home
- Reports
- Projects
- Collaboration
- Overview
- Tasks
- Issue
- Milestones
- Timesheets
- Expenses
- Recent Projects
- Gaming project
- Event Planner
- Donnelly Residential Apart
- SEO
- Donelley Site Construcion
- VanGo Interiors
- CargoCraft Roadmaster
- Donelley site construction
- Frank House
- The Hoover dam - Construc
- School Building 4
- School Building 2

Invite Users

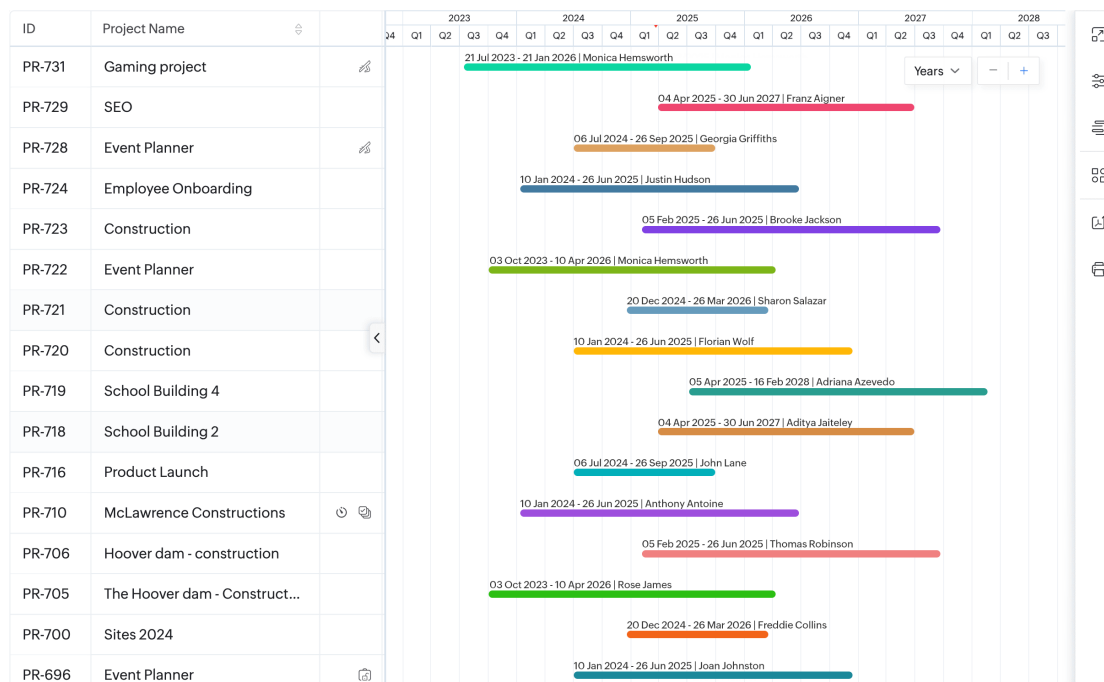
Projects

Active Projects Project Templates Project Groups Public Projects

Gantt

Automation

New Project



Zoho Projects allows you to extend, shorten, or reschedule the tasks by simply expanding, reducing, or moving the horizontal bar in the Gantt chart. You can view the completion percentage, completed tasks, rolled up tasks, adherence to the baseline, task slippage, overlapping tasks, dependent tasks, and track delays in completion, all with a single glance. Gantt charts can also be exported as a PDF.

Let's explore each concept in detail to get better acquainted with the uses for Zoho Projects' Gantt charts.

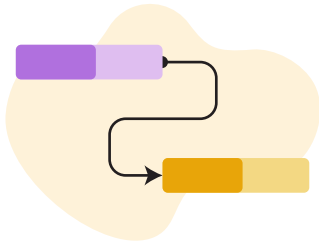
Set dependencies between tasks

Tasks that rely on each other for completion are called dependent tasks. Task dependency helps you group such tasks and determine an optimal work order.

The screenshot displays the Zoho Projects interface for a project named "PR-497 Donelley site construction". The "Tasks" tab is active, showing a Gantt chart view. The chart displays several tasks, including "Draft and Fire stop", "Column marking and raise", and "Storage Capacity". A task detail popup for "Storage Capacity" is shown, indicating it is 150 days behind schedule. The popup also shows a table for dependencies, with "DS1-T179" listed as a predecessor.

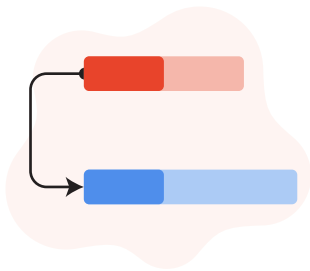
ID	Task Name	Dependen...	Lag
DS1-T179	Import and testing o...	SF	
Add Predecessor			

There are four types of task dependencies



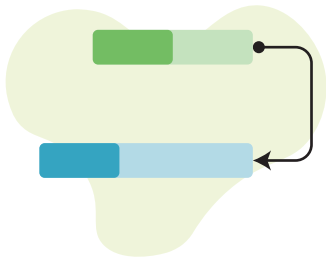
Finish-To-Start (FS)

The successor or dependent task can't begin until the predecessor or parent task is finished.



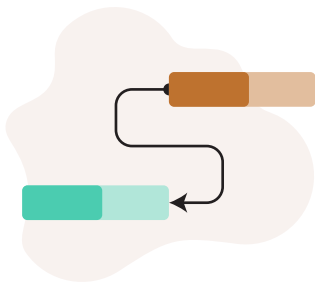
Start-To-Start (SS)

The successor or dependent task can't begin until after the predecessor or parent task has started.



Finish-To-Finish (FF)

A task (successor/predecessor) can't be completed until the other task is finished.



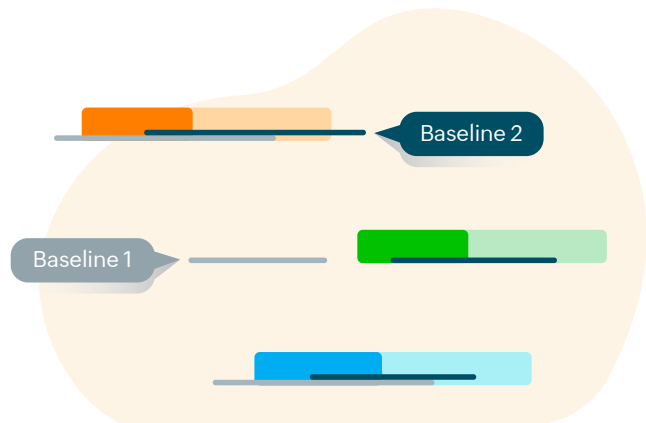
Start-To-Finish (SF)

The successor or dependent task can be completed when the predecessor or parent task is about to begin.

Zoho Projects allows you to create task dependencies using these dependency types, whether they're within the same project or across different projects. You can also set dependency lag to maintain a time gap between dependent tasks, which stays intact even when the tasks are moved.

Create and compare the project baseline

The baseline is a benchmark you can set at any given point to track a project's progress or deviations from the original plan. It visualizes advancement or delays and helps you reorder tasks to stay on track with the project timeline.



Zoho Projects allows you to create multiple baselines to support changes in plan or extension in scope, enabling you to create separate baselines during different phases. Compare multiple baselines to analyze updates to the project schedule, and plan upcoming work in advance to avoid delays.

ID	Task Name	Associate...	Q3 '2024	Q4 '2024	Q1 '2025	Q2 '2025	Q3 '2025	Q4 '2025
DS1-T176	Draft and Fire stop	Not Associate...						
DS1-T177	Column marking and r...	Customer						
DS1-T178	Storage Capacity	Not Associate...						
DS1-T179	Import and testing of ...							
DS1-T180	Alignment issue in the ...							
DS1-T181	Ledger Report							
DS1-T174	Construction agreement							
DS1-T175	Furniture and wood po...	User exper						

Slippage

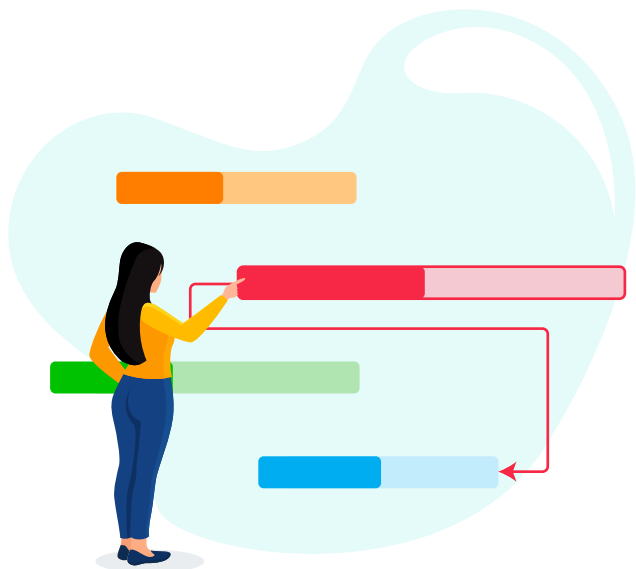
Baseline Start	11/09/2023 02:30 AM
Task Start	16/09/2024 09:30 AM
Slippage	2119:00 hrs
End Variance	266 days

End variance in the baseline calculates the difference between the baseline finish date and the current finish date, providing a fair view on timeline deviation.

Slippage in the baseline highlights the difference between the baseline start date and the current start date, allowing individual members of the teams to view the delay in task commencement.

Set the critical path

The critical path is the longest sequence of critical tasks in a project that are vital and directly linked to the project's completion. It helps you figure out the minimum time required to complete the project. Since any delay in these tasks will directly lead to a delay in the overall project, identifying the critical path lets you effectively devote time and resources to it.



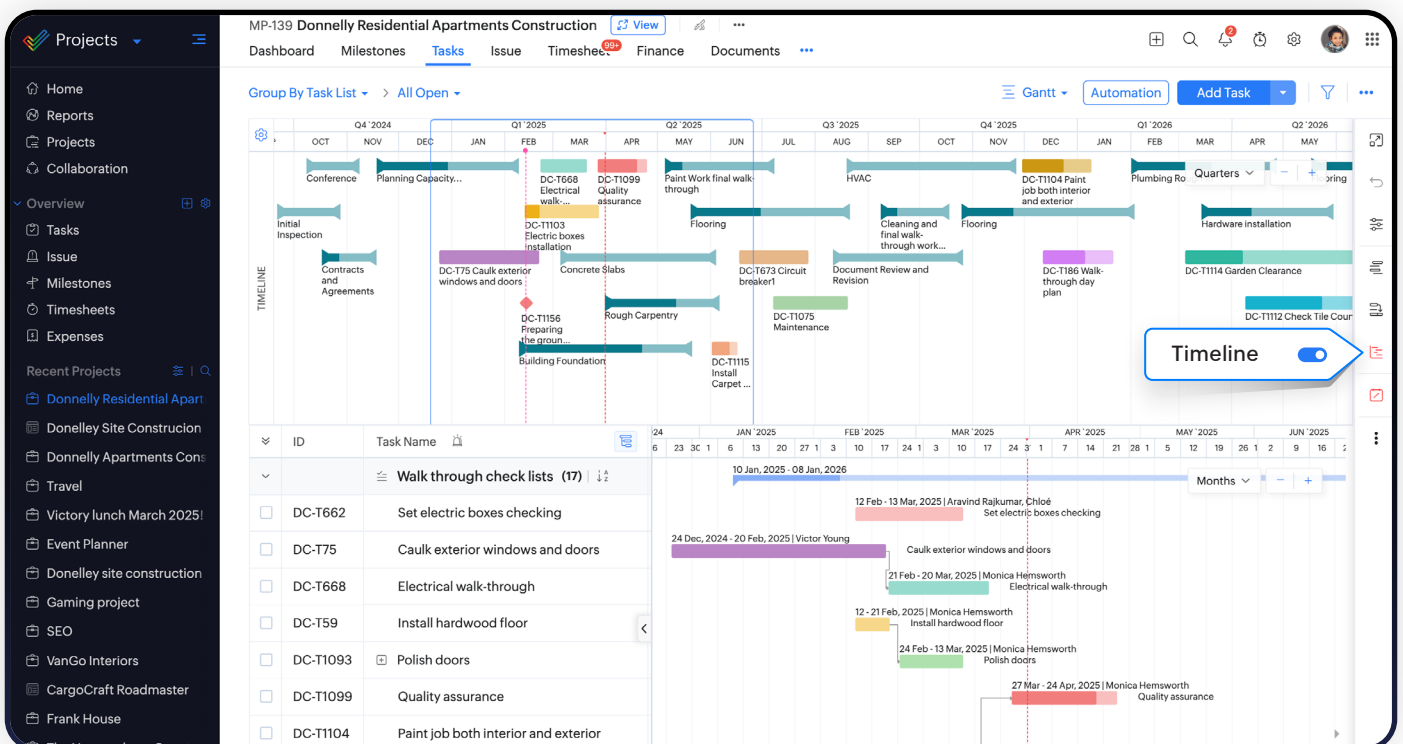
Gantt charts are effective in visualizing the critical path, as they help you evaluate the critical tasks right beside the overall project schedule. By focusing on the tasks that fall within your critical path, you're able to better manage dependencies and prioritize tasks accordingly.

Track slack

Slack represents the acceptable delay or slip in a task without affecting subsequent tasks or delaying the project. Tasks that have slack are not a part of the critical path and are considered non-critical activities.

Comprehensive timeline

The timeline provides a comprehensive view of the overall project, highlighting the tasks, milestones, and sprints (if the project is integrated with Zoho Sprints). This view helps you analyze how tasks, milestones, and sprints align and progress during the project. The timeline displays the start date, end date, and percentage completion in each of the Gantt bars.



Manage unscheduled tasks

Gantt can also be used to track tasks that do not have a schedule yet. All unscheduled tasks are displayed in the first column of the Gantt chart. You can simply drag and drop them into the calendar to schedule them.

View rolled up tasks and subtasks

The Roll-Up feature helps you summarize project information, such as the overall project duration, planned work hours, actual log hours, and percentage completion. In the Gantt chart, the start date, end date, and completion percentage can be rolled up from tasks and subtasks to the milestones and projects.



Summing Up

Gantt charts are an irreplaceable tool in project management. Zoho Projects automatically plots Gantt charts for you, so you get a bird's-eye view of the current progress. Features like task dependencies, baselines, critical path, and timelines help teams create detailed roadmaps, monitor progress, and stay competitive. Check out the Gantt charts in Zoho Projects today!



• • T H A N K Y O U • •

Help Documents

<https://help.zoho.com/portal/en/kb/projects>

Help Videos

<https://www.zoho.com/projects/projects-videos.html>

Webinar

<https://www.zoho.com/projects/webinar.html>

Projects Community

<https://help.zoho.com/portal/en/community/zoho-projects>

