

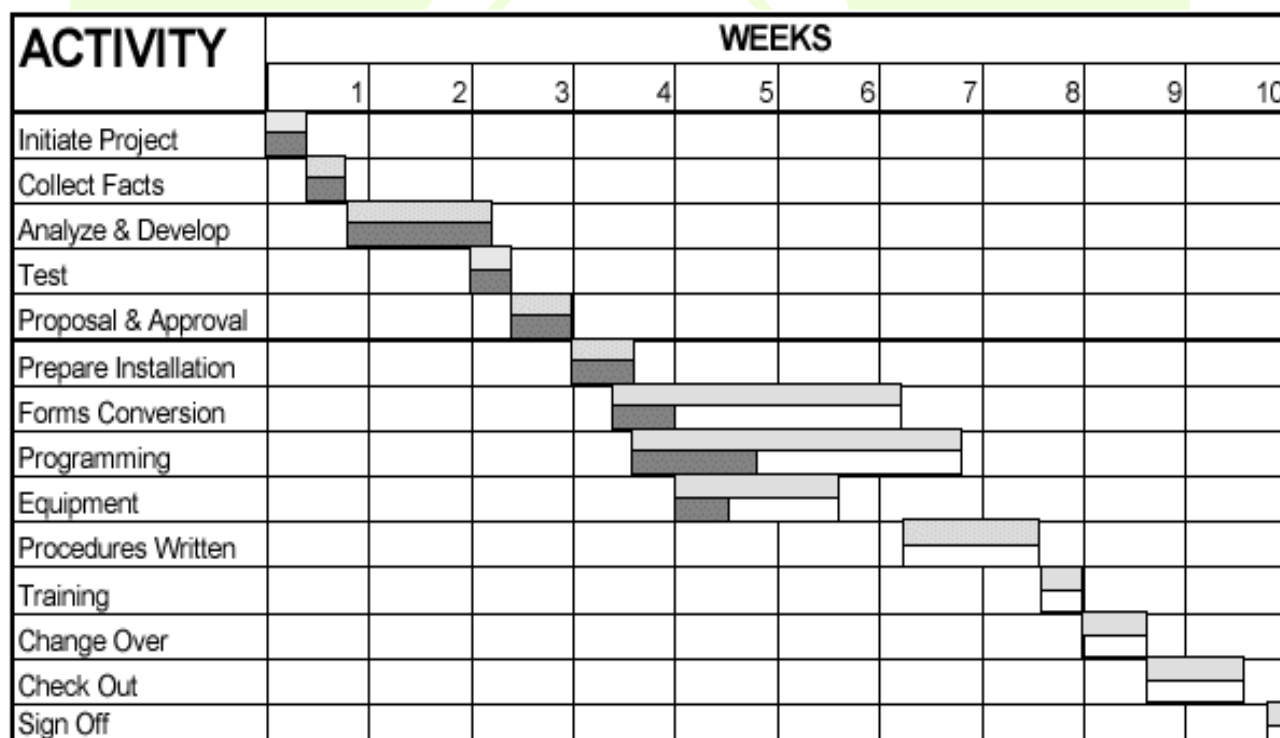
## get it right on... Gantt Charts

Gantt Charts are a really useful planning tool. They can help you keep track of activities, actions and projects by plotting specific aspects and elements of a project or service against a clear timeline.

By separating each individual action in this way, you can make sure that continuous progress can be monitored and overlapping and sequential activities can be followed better than feedback alone.

The basic Gantt grid is designed to show activities in column one and then a series of blocks of time – this could be days, weeks or months depending on the scale of the project.

Here's a sample to have a look at...



As well as making sure you keep track of progress, putting in the effort to pull together a gantt chart will help you to make sure that you have thought through your plan. Sometimes just jumping in means that you forget a vital element.

West Dunbartonshire CVS produces a range of resources covering different issues of interest to community and voluntary organisations. Please contact us directly if you would like one-to-one support or advice on any issue.