

# GANTT CHART

CPI STEPS	Assigned To	Week Number			
		1	2	3	4
Review Mission & Vision	Process Owner				
Choose a Process	Team Members				
Identify Customer Requirements	Customer Team				
Document the Process	Research Team				
Measure the Process	Research Team				
Identify Improvement Opportunities	Team Members				
Re-engineer the Process	Research Team				
Solve the Problem	Team Members				



## Purpose

A **gant chart** helps organize a plan to implement a new project or process. It documents what is to be accomplished, who will be involved, and when each step will take place. It also acts as documentation for an implementation plan. It will show at a quick glance the order of implementation, and areas that overlap. Additionally it provides guidance for projecting and allocating resources.



## Process

1. Develop a list of all tasks to be carried out as part of implementation.
2. Organize listed tasks in sequential order.
3. Assign a person or groups of people to be responsible for each step.
4. Decide how long each step will take, when it can be started in relation to other steps, and when it is to be completed.
5. Develop a chart to portray the above steps. Include sequencing and overlapping of the various steps as needed.
6. Document assumptions upon which the plan is based. Where needed, develop contingency plans to implement in case some of the assumptions prove wrong or need modification. An example might be that a step will require four weeks for completion and must be completed prior to beginning the next step. If that step actually takes six weeks what would be the contingency plan to ensure that the next step was not delayed.



**Example**

GANTT CHART OF  
CPI PROCESS

CPI STEPS	Assigned To	Week Number						
		1	2	3	4	5	6	7
Review Mission & Vision	Process Owner							
Choose a Process	Team Members							
Identify Customer Requirements	Customer Team							
Document the Process	Research Team							
Measure the Process	Research Team							
Identify Improvement Opportunities	Team Members							
Re-engineer the Process	Research Team							
Solve the Problem	Team Members							
Plan Ongoing Monitoring	Team Members							
Document Results	Research Team							
Evaluate the Effort	Process Owner							
Choose a New Process	Team Members							



## Key Points

- Using either project management or spreadsheet software will greatly simplify the development of these charts. Scaling is automatic and most software will systematically carry the user through development of the chart.
- The format used in developing a **gant chart** is flexible based on the needs of the process to be changed.