Use a Gantt chart to define the timeline of your project. The top of the chart shows the time frame while the left side of the chart lists the project activities. Each activity listed on the left-hand side of a Gantt chart has a colored bar next to it. The position and length of that bar depend on the activity's timeline and duration (when it starts and when it ends). In short, a Gantt chart shows what tasks need to be done to complete the project and when these tasks need to be done.

		W1	W2	W3	W4
SUSAN	Write questions	•	-		
JAMES	Hand out questionnaires		•	•	
MONICA	Collect filled-out questionnaires		•		•

Step 6 - Take action GANTT CHART

WHO?	WHAT?	WHEN?	WEEK 1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
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