

The Role of the Gantt Chart

The Gantt Chart connects the activities envisioned in your work plan to time. It will help your administrator to create a timebound budget. It shows the sequence of activities that will deliver your Outputs, and identifies periods of time when activities will overlap. You will need to have your work plan sequence and the duration of each activity determined prior to creating a Gantt Chart. If you do not, the discipline of creating the chart will help you to focus on when groups are working individually and when they will be working together. This will enable you to construct your project schedule with Activities and Milestones.

A Gantt Chart is a project management tool that shows the work to be completed over a period of time in relation to the time in the grant performance period. The left side of the chart is a list of tasks. The right side has a timeline with schedule bars that visualize work. You must know your grant performance period to create your Gantt Chart.

Examples are below.

Example 1	Air Quality Monitoring with formation of a Community AQ Advisory Council	2
Example 2	Vaccination Uptake Initiative	3
Example 3	Florida Gulf Coast Data Center with multiple community projects	4

Example 2: Vaccination Uptake Initiative Gantt Chart

Timeline & Milestones for the project period 05/08/2023 to 04/30/2024												
	2023 Q2 May	2023 Q2 Jun	2023 Q3 Jul	2023 Q3 Aug	2023 Q3 Sep	2023 Q4 Oct	2023 Q4 Nov	2023 Q4 Dec	2024 Q1 Jan	2024 Q1 Feb	2024 Q1 March	2024 Q2 April
Administration												
Weekly Reporting												
Communications Plan												
Establish Relationships or Reinforce them w all Senior Centers, Senior Housing Complexes and institutions supporting disabled in 10 counties												
Contract with Provider Partners												
Contract with Transportation Partners												
Schedule Information Sessions												
Vaccination Events for all Counties (32 Total) with Senior Centers and Other Venues	1+	1	2	4	5	5	4	2	2	2	2	2
Hire CHWs												
CHW Trainings (as needed)												
CHW Outreach & Surveying												
Provide Transportation for 60+ or with disabilities (250 to vaccination sites)			15	40	45	45	30	15	15	15	15	15
60+ or disabled Outreach, Education and Decision Support for COVID & Flu vax (40,000)		50	350	400	400	400	400	400	400	400	400	400
60+ or disabled who received credible information about COVID-19 (25,000)		50	200	250	250	250	250	250	250	250	250	250
60+ or disabled directed to additional sources of information (5,000)		100	400	500	750	750	500	400	400	400	400	400
People w barriers in getting COVID-19 and Influenza vaccinations, including those who are unable to independently travel to a vaccination site, or who require language , personal assistance, or other support (5,000)		100	400	500	750	750	500	400	400	400	400	400

