## 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
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Example 1. Gantt Chart for an Air Quality Monitoring grant that includes the development of a Community Air Quality Advisory Board reporting to local government about air quality as measured by Community Scientists.

Timelines & Milestones												
	2023 Q2 Apr 1 - Jun 30	2023 Q3 Jul 1 - Sep 30	2023 Q4 Oct 1 - Dec 31	2024 Q1 Jan 1 - Mar 31	2024 Q2 Apr 1 - Jun 30	2024 Q3 Jul 1 - Sep 30	2024 Q4 Oct 1 - Dec 31	2025 Q1 Jan 1 - Mar 31	2025 Q2 Apr 1 - Jun 30	2025 Q3 Jul 1 - Sep 30	2025 Q4 Oct 1 - Dec 31	2026 Q1 Jan1- Mar3 1
Administration												
Bidding												
QAPP Development												
Procurement, Monitoring & Software Equipment Tests												
Equipment Delivery to Communities												
Community Science Team Trainings												
Community AQ Monitoring												
Community AQ Advisory Council Meetings												
Leadership & Local Government Meetings												
Reports to Public & Local Government												
Interim Reports, Evaluation & Improvement: summarizing technical progress, activities for next quarter and expenditures												
Final Report: summary of project activity, advances achieved & costs of project activity, problems, successes, and lessons learned.												

<u>Example 2.</u> Vaconation optake initiative curit chart	_		_			_	_		-		_	
Timeline & Milestones for the project period 05/08/2023 to 04/30/2024												
	2023	2023	2023	2023	2023	2023	2023	2023	2024	202	2024	2024
	Q2	Q2	Q3	Q3	Q3	Q4	Q4	Q4	Q1	4 Q1	Q1	Q2
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	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 <b>language</b> , personal assistance, or other support (5,000)		100	400	500	750	750	500	400	400	400	400	400

## Example 2: Vaccination Uptake Initiative Gantt Chart

60+ or disabled helped with scheduling COVID-19 vaccination appointments	50	100	100	100	100	100	100	100	100	100	50
(1K)											

Example 3. Florida Gulf Coast Data Center

## Gantt Chart: Florida Gulf Coast Community Data Center

Major Tasks Subtasks   23 months, in 2-month increments	1	2	3	4	5	6	7	8	9	10	11	12
1.0 Work Plan Refinement by Community - HBCU Teams												
1.1 Performance Measurement Plan												
1.2 Data and Information Management Plan												
1.3 Communications Plan with Dashboard Co-Design												
1.4 CHW & DN Training / Certification / Deployment Work Plan												
1.5 Indoor Air Quality Monitoring Work Plan												
1.6 Outdoor Air Quality Monitoring Work Plan												
1.7 Home Environmental Assessment Work Plan												
1.8 Mission Critical Functions Survey Work Plan												
1.9 SASSY Climate and Health Survey Work Plan												
1.10 Formative Evaluation												
1.11Summative Evaluation												
2.0 Communications Content												
2.1 FGCCDC Dashboard, Apps and Communications Tools												
2.2 Community Dashboard, Apps and Communications Tools												

2.3 Community Bi-weekly Zoom Coordination Meetings						
2.4 Project Specific Communications Across Communities						
3.0 Dashboard Co-Design						
3.1 6 Step Co-Design FL Gulf Coast Comm Data Ctr Dashboard(s)						
3.2 6 Step Co-Design of LEAD & MHI Community Dashboard(s)						
3.2 LEAD/MHI Staff trained to maintain/update dashboards						
3.3 Monthly feedback review, data, information addition and training for LEAD & MHI Staff						
4.0 Dashboard Maintenance and Additions						
4.1 Map or story map support of data and information gathering						
4.2 Community, personal story, video/personal profiles additions						
4.3 Integration of Apps and Dashboards						
4.4 Maintain and update App and Dashboard Connections						
4.5 Community-facing presentations of data results posted						

Major Tasks Subtasks   23 months, in 2-month increments	1	2	3	4	5	6	7	8	9	10	11	12
5.0 Survey: Combined MCF and SASSY												
5.1 Community Co-design of Additional Questions												
5.2 Customize paper survey and app to the communities												
5.3 Train on Survey Outreach												

5.4 Survey						
5.5 Analysis						
5.6 Reporting						
5.7 Community Action Planning						
6.0 CLEAN HOUSE Project						
6.1 Fulcrum App customization						
6.2 Training on the HEAL Tool and Fulcrum App						
6.3a Identify Participants for Landlord-Renter Project						
6.3b Landlord Education on Win - Win and Recruitment						
6.4 Select Landlord/Renter cohort group of 10						
6.5a Financial Literacy Education and Create Housing Costs Saving Action Plan						
6.5b Conduct HEAL On Site Home Assessments and Create Action Plan with HEAL						
6.6 Implement Cost-saving activities for 6 months						
6.7Analysis						
6.8 Reporting						
6.9 Community Action Planning						
7.0 Indoor Air Quality Monitoring						
7.1 FAMU Engineering Department Training						
7.2 Monitor Placement Community Planning/Consulting						

7.3 Home Monitor installations/Test Connection to Cloud Account						
7.4 Indoor AQ Monitoring w Real Time Reports to Account						
7.5 Analysis and Reporting						
7.6 Community Action Planning						
8.0 Outdoor Air Quality Monitoring - MHI Only						
8.1 Monitor Placement Community Planning/Consulting						
8.2 Monitor installation						
8.3 Outdoor AQ Monitoring						
8.4 Analysis						
8.5 Reporting						
8.6 Community Action Planning						
9.0 CHW Certification Agency Formation						
9.1 Curriculum Development						
9.2 Application for Florida Credentialing						
9.3 Train 5 CHWs						
10.0 Gulf Coast Community Data Center Conference						
10.1 Conference Planning						
10.2 Conference Event						
10.3 Conference Documentation Compilation and Release						