

**RISE**

Retrofit information,  
support & expertise

# Using Gantt Charts in Retrofit

Quick guide

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[www.riseretrofit.org.uk](http://www.riseretrofit.org.uk)

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# Summary

This quick guide has been prepared to assist potential applicants and grant recipients understand Gantt charts, a key tool in managing a retrofit project. The document will offer an introduction into Gantt charts before highlighting the benefit of using them in the planning and delivery of your project, best practices and tips for displaying an exemplary model Gantt chart.

This is an introduction to this subject and those wishing to pursue it further should refer to the relevant material on this topic on the RISE website. Furthermore, readers that would like this document in a more accessible format should contact [rise@turntown.co.uk](mailto:rise@turntown.co.uk).

## Introduction to Gantt charts

A Gantt chart is a powerful project management tool that visually represents a project's timeline and tasks. The main elements include:


- Tasks, which are individual activities represented by horizontal bars
- Timelines, which span the horizontal axis and show the project's duration
- Milestones, significant events marked by distinct shapes like diamonds
- Dependencies, which illustrate relationships between tasks with arrows
- Progress bars, which indicate the current status of each task by showing how much work has been completed.

Together, these elements help project managers plan, schedule, and track project progress effectively. See page five for an example Gantt chart.

## Benefits of using a Gantt

Using a Gantt chart in your retrofit project has a number of benefits that will streamline and benefit your delivery:

- **Visual representation:** Gantt charts provide a clear visual timeline of the retrofit project, making progress easier to monitor. By displaying tasks, milestones, and dependencies in a graphical format, team members can quickly grasp the project's status and identify any potential issues or delays
- **Improved planning and scheduling:** Gantt charts help in organising tasks, setting deadlines, and managing dependencies. This structured approach ensures that all activities are planned in a logical sequence, reducing the risk of overlapping tasks and missed deadlines. It also allows project managers




and team leaders to allocate time effectively to meet scheduled deadlines. This is particularly important with retrofit projects where different delivery teams and contractors are interconnected and dependent on other milestones being met

- **Resource allocation:** Gantt charts assist in allocating resources efficiently and avoiding overload. By visualizing the workload and resource distribution, project managers can ensure that team members are used optimally and not tasked with too many responsibilities, as this can lead to potential project disruption
- **Enhanced communication:** Gantt charts facilitate better communication among your retrofit team members and stakeholders. The visual representation of the project timeline and tasks makes it easier to convey project plans and progress updates. This transparency fosters collaboration and ensures that everyone is aligned with the project's goals and timelines
- **Tracking and monitoring:** Gantt charts allow for real-time tracking of retrofit project progress and identifying potential delays. By regularly updating the chart, project managers can monitor the completion of tasks and milestones, quickly spot any deviations from the plan, and take corrective actions to keep the project on track

## Best practices and tips

Creating a Gantt for a retrofit project, especially projects with a large number of stakeholders, can be difficult. Following these best practice tips can help ensure your Gantt is effective in helping you deliver to time and cost:

- **Involve all the teams:** It's imperative to involve all the teams involved across the project. This collaborative approach helps in identifying all tasks, dependencies, and potential risks, leading to a more comprehensive and accurate Gantt chart and ultimately a more streamlined and efficient delivery
- **Regular updates:** To keep all the stakeholders involved with your retrofit project in the loop you should allocate dedicated time intervals to collaboratively review and update the Gantt chart with the latest project information. This keeps the chart relevant and ensures that all teams and team members in the project are aware of its current status
- **Set realistic timelines:** With retrofit projects having numerous moving parts and different inputs, ensuring that the start and end dates for tasks are realistic and achievable is required. This helps project managers set accurate expectations and an achievable delivery timeline, ultimately avoiding



unnecessary pressure on the team, misleading residents or raising their expectations

- **Keep it simple:** Avoid overcrowding the Gantt chart with unnecessary details. Focus on key actions, sub-actions, and milestones to maintain clarity and readability
- **Use colour coding:** Implement colour coding for different tasks, phases, or teams. This visual differentiation makes it easier to read and understand the chart and can help individuals quickly identify specific areas or teams
- **Highlight dependencies:** Clearly indicate task dependencies to show the relationships between tasks. This helps in understanding the sequence of activities and managing potential bottlenecks

## Example

Figure 1 below shows a good example of a Gantt Chart. The chart has four different sections, representing different stages of delivery with sub-action included below. The Gantt also has status, owner, and dependencies columns for visibility and transparency. It means any stakeholder involved in the project can quickly gauge what stage the project is at.

A Gantt chart mapping out a retrofit project can be downloaded from the RISE website as an amendable Excel document.

## MULTIPLE PRODUCT GANTT CHART WITH DEPENDENCIES

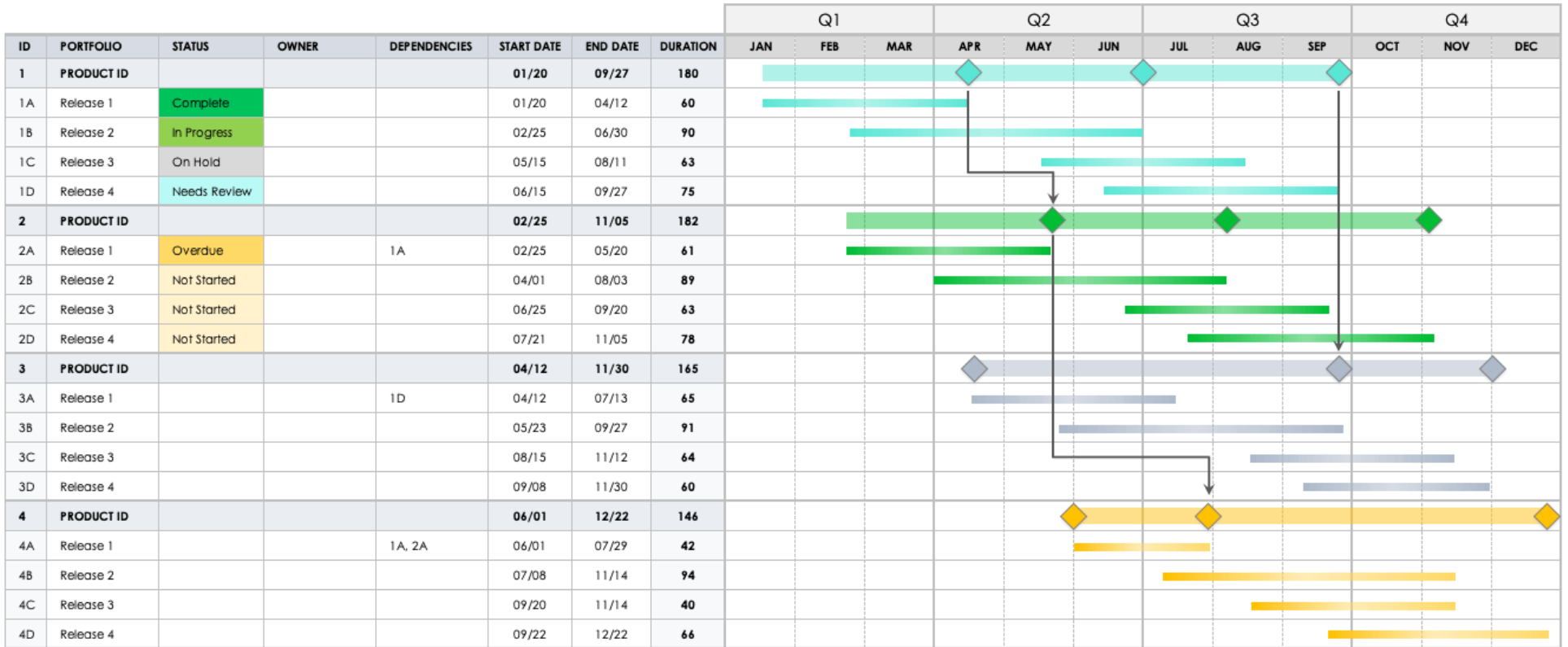


Figure 1: An example Gantt chart. Source: [Gantt](#)