Effective Use of Project Management Charts

**Purpose**
This tool provides guidelines and tips on how to effectively use project management charts to communicate research findings.

**Format**
This tool provides guidance on project management charts and their purposes, and shows examples of preferred practices and practical tips for project management charts.

**Audience**
This tool is designed primarily for researchers from the Model Systems that are funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR). The tool can be adapted by other NIDILRR-funded grantees and the general public.

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Excel can produce rudimentary project planning charts, task timeline charts, and other project management charts, primarily through use of modified Stacked Bar charts, cell shading, and Bullet-like charts.

Many freeware project management templates for Excel are available and work reasonably well for simple projects and plans.

For more complex project management needs, use dedicated project management software, such as Microsoft Project.
Simple Task Timeline created using a Stacked Bar Chart of Start Day plus Duration, then hiding the Start segment.