Effective Use of Project Management Charts

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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.

Project Management Charts

▶ 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.

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Project Management Charts

Tasks By Elapsed Days
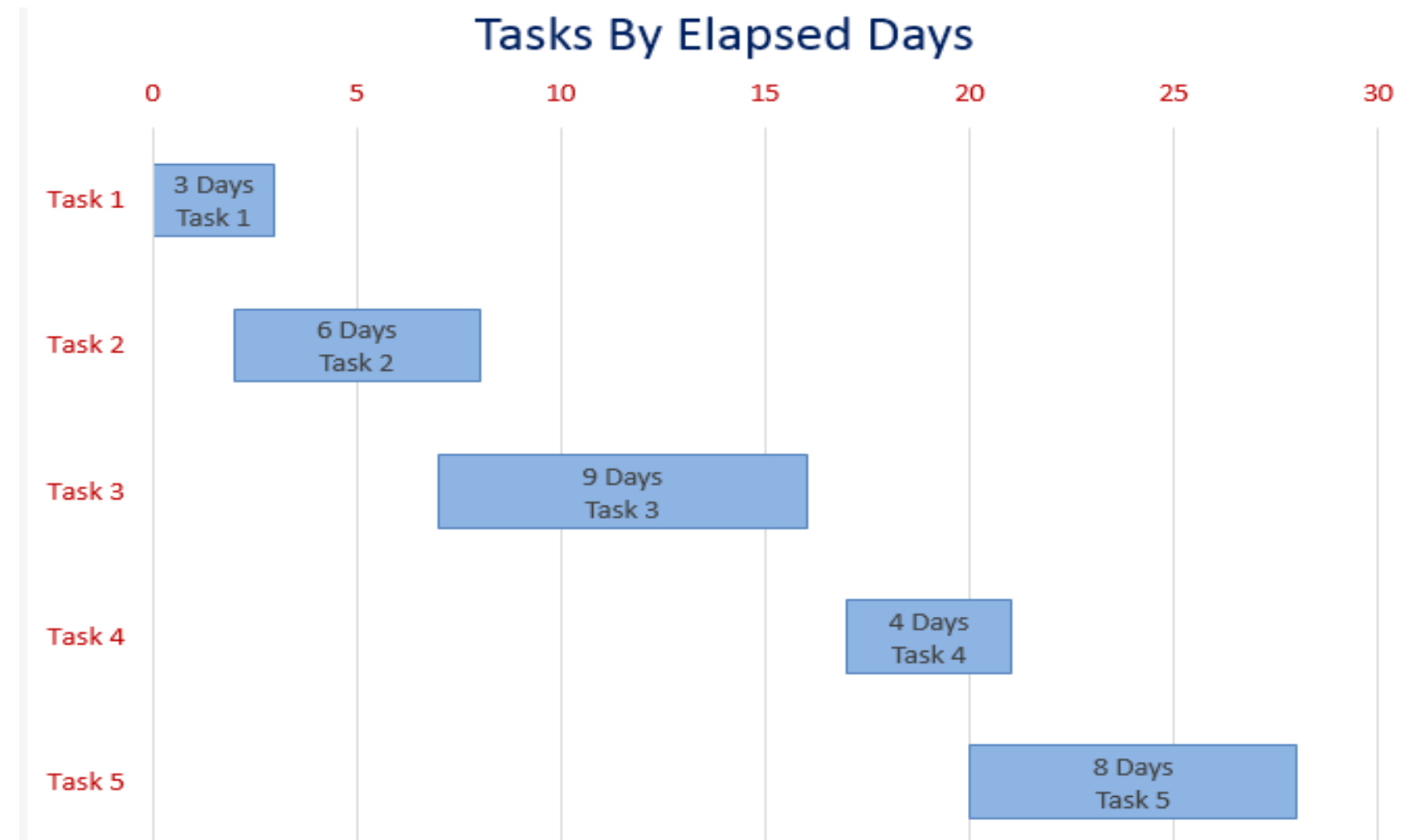
Task	Start	Duration
Task 1	0	3
Task 2	2	6
Task 3	7	9
Task 4	17	4
Task 5	20	8

Simple Task Timeline created using a Stacked Bar Chart of Start Day plus Duration, then hiding the Start segment.

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