

✓ How to Make PERT &/or Gantt Charts

Working from your **Content Outline** (now do you realize the importance of this component of the preproduction phase!), put all of the preproduction, production, postproduction items into sequential order. Now:

- Draw your **PERT** chart on a large whiteboard or flipchart. Your first pass will probably not be your last. The chart doesn't have to be perfect the first time. Be prepared to adjust tasks once you see the sequence laid out.
- Next you will have to estimate the time it will take to complete each task and put the time next to that task on your list. You'll be using that information for the Gantt chart as well.
- Label each task on your PERT chart with the time you determined in the previous step.
- Adjust the sequence of tasks as necessary.
- Now determine who is responsible for each task on the list and put his/her name next to that task.
- Label each task on your PERT chart with the name of the person responsible.
- Readjust sequence, if necessary, until all team members agree to its accuracy.
- Once your PERT chart is complete, if it is on a board where it can't be saved, redraw it on a piece of paper (the bigger the better) so that it can be posted during team meetings, or redraw it and make copies for your team members.
- Now, using the times on your list and the sequence in your PERT chart, you can draw your **Gantt** chart.
- Decide at what level you want to view your timelines—weekly, monthly, whole project. It is recommended you start with an overview of the whole project.
- Label the chart across the top by week. Use start (Sunday) or end (Saturday) dates for each week.
- Label the chart along the left side with all of the tasks (or consolidate tasks under headings that make sense for an overview).
- Now draw horizontal bars for each task beginning at the start date for that task and ending with the completion date for that task.
- When you have completed a timeline for each task and all team members agree to its accuracy, redraw it and make copies for your team members.
- Draw a Gantt chart for the first week's activity by putting each day of the week across the top and each task for the week along the left side. Draw horizontal bars for each task beginning at the start date for that task and ending with the completion date for that task.
- Label bars with name(s) of team member(s) responsible for that task.
- Save chart and make copies for all team members.