

EXAMPLE GANTT CHART

A group is going to conduct focus groups with key customers and stakeholders, and they want to be planful about it. They've created this simple Gantt chart to show what needs to get done, who's doing what, and when each activity will occur. It clarifies expectations and gets everyone on the same page.

	Assigned to:	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Initial planning	Caleb (Team Lead)								
Plan focus group sessions	Full Team: Caleb, Taylor, Alex, Maya, Riley								
Finalize questions	Taylor, Alex								
Recruit participants	Maya, Riley								
Conduct sessions	TBD								
Analyze feedback	Full Team								
Develop action plan	Full Team								