



WEEK 4

WBS and Gantt Chart

Turning the project into tasks and a timeline



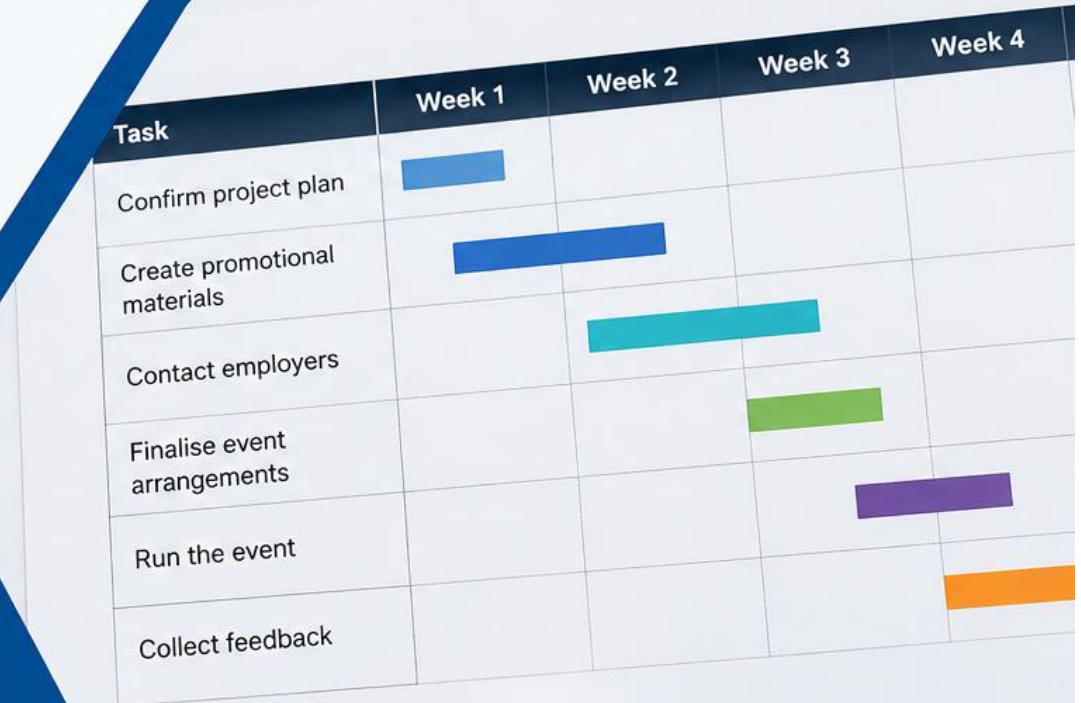
Work Breakdown
Structure (WBS)



Gantt
Chart



Tasks,
Timeline & Sequence



Recap of Week 3

- *stakeholder analysis*
 - *internal and external stakeholders*
 - *power-interest grid*
 - *communication planning*
-
- By now, each group should have:
 - *a stakeholder list*
 - *a stakeholder table*
 - *a power-interest grid*
 - *a simple communication plan*

Contents of Week 4

- What is a Work Breakdown Structure (WBS)?
- Why do we use WBS?
- How to create a simple WBS
- What is a Gantt Chart?
- Why do we use a Gantt Chart?
- How to move from WBS to Gantt Chart
- Group task
- Blog 4 guidance

- So far, your group should already have:

- *a project aim*

- *project objectives*

- *deliverables*

- *a scope statement*

- *a communication plan*

- Now we need to answer a new question: **What work actually needs to be done, in what order, and when?**

WBS

- What is a Work Breakdown Structure (WBS)?
- *A Work Breakdown Structure is a tool used to break a project into smaller and more manageable parts.*
- It helps a team move from a big project idea to smaller work packages and tasks
- Simple question:
 - **What are all the pieces of work that must be completed for this project?**

A simple definition

- WBS = A structured breakdown of the project into smaller tasks or work packages.
- In simple terms:
 - the project is the big picture
 - the WBS breaks it into smaller pieces
 - smaller pieces are easier to manage

What does a WBS include?

- A simple WBS usually includes:
 - *the project*
 - *the main stages or main work areas*
 - *the smaller tasks under each stage*
- In simple terms:
 - *Project → stages → tasks*

How to create a WBS: step by step

- Step 1 Write the **project title**
- Step 2 Identify the **main stages** of the project
- Step 3 Break each stage into **smaller tasks**
- Step 4 Check whether the tasks are **clear and realistic**
- Step 5 Make sure the WBS matches the **project aim, objectives and deliverables**

A useful question to ask

- When building a WBS, ask:
 - *What work needs to be done?*
 - *What are the main stages of the project?*
 - *What smaller tasks sit under each stage?*
 - *Have we missed anything important?*

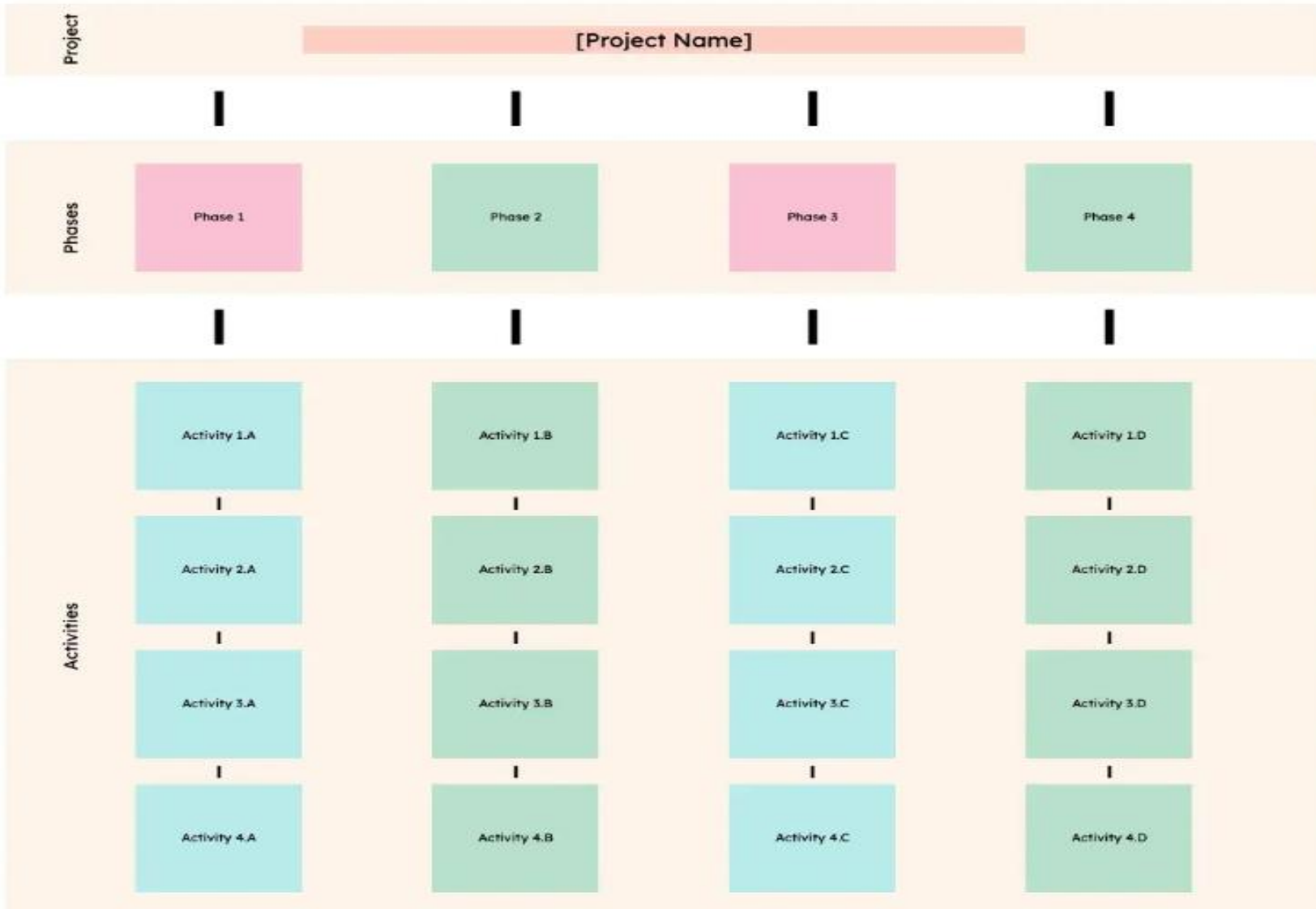
A simple classroom WBS format

- **Project: Student networking event**

- Main stage 1: Planning
 - decide date
 - confirm venue
 - assign team roles
- Main stage 2: Promotion
 - create poster
 - prepare announcements
 - contact students

- Main stage 3: Delivery
 - welcome participants
 - manage event schedule
 - support guests
- Main stage 4: Evaluation
 - collect feedback
 - review outcomes

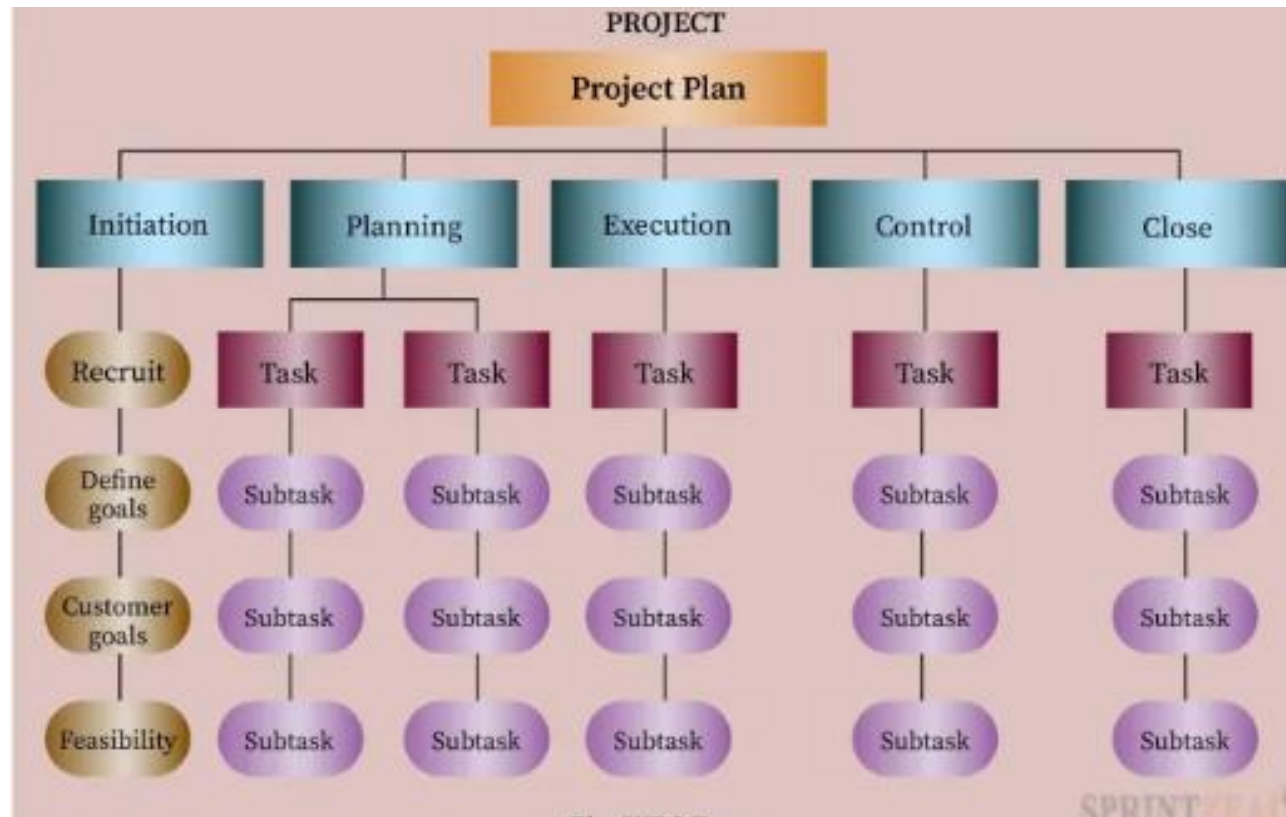
Work Breakdown Structure (WBS)



Simple Work Breakdown Structure (WBS) Template

Project Title		Company Name	
Project Manager		Date	





1.	2.	3.	4.	5.	6.	7.	8.
Event planning and strategy	Venue selection and logistics	Speaker and panel management	Marketing	Registration and attendee management	Program development	Event execution	Post-event activities
1.1 Define objectives and goals 1.2 Identify target audience 1.3 Develop event theme and branding 1.4 Set budget and allocate resources 1.5 Create project timeline and milestones	2.1 Research potential venues 2.2 Book venue 2.3 Arrange transportation and parking 2.4 Set up on-site signage and decoration 2.5 Coordinate catering and refreshments	3.1 Identify and shortlist speakers 3.2 Send invitations and confirm participation 3.3 Arrange travel and accommodations for speakers 3.4 Prepare speaker bios and presentations 3.5 Schedule and communicate rehearsal sessions	4.1 Create marketing materials (flyers, posters, digital ads) 4.2 Develop a marketing strategy (email, social media) 4.3 Launch event website and registration platform 4.4 Engage media partners and influencers 4.5 Track and analyze	5.1 Set up registration system (online) 5.2 Design and distribute tickets or badges 5.3 Manage attendee database 5.4 Send confirmation and reminder emails 5.5 Provide on-site check-in support	6.1 Design conference agenda and schedule 6.2 Coordinate breakout sessions and workshops 6.3 Develop activities and networking sessions 6.4 Organize panel discussions and Q&A sessions 6.5 Distribute event materials (brochures, handouts)	7.1 Set up venue (stage, seating, exhibition booths) 7.2 Test AV and technical equipment 7.3 Brief event staff and volunteers 7.4 Monitor real-time schedule adherence 7.5 Troubleshoot issues on-site	8.1 Send thank-you emails to attendees, speakers, and sponsors 8.2 Distribute post-event surveys for feedback 8.3 Analyze survey results and attendee engagement metrics 8.4 Publish event highlights (blog posts, videos, photos) 8.5 Prepare

- WBS is not a timeline
- A WBS tells us: **what work needs to be done**
- It does not yet tell us:
 - *when each task happens*
 - *how long each task takes*
 - *what order tasks happen in*
- **That is why we also need a Gantt Chart.**

What is a Gantt Chart?

- A Gantt Chart is a planning tool that shows:
 - *project tasks*
 - *the order of tasks*
 - *when tasks start*
 - *when tasks finish*
- Simple question: when should each task happen?

- Gantt Chart = A visual timeline of project tasks.
- It helps a team see:
 - what happens first
 - what happens next
 - how long each task may take
 - whether the project looks realistic in time

- Why is a Gantt Chart useful?
- A Gantt Chart helps a team to:
 - organise the timing of tasks
 - see the sequence of work
 - identify deadlines and milestones
 - avoid last-minute confusion
 - support time management
 - check whether the plan is realistic

- What does a Gantt Chart include?
- A simple Gantt Chart usually includes:
 - task names
 - stages of the project
 - a timeline (days or weeks)
 - the order of tasks
 - sometimes the person responsible

- Step 1 List the main tasks - WBS
- Step 2 Put the tasks in a logical order
- Step 3 Decide how many weeks each task should take
- Step 4 Create a table with weeks across the top
- Step 5 Shade the boxes or use symbols to show timing
- Step 6 Check whether the plan is realistic

- You do not need specialist software for this module.
- A Gantt chart can be created in:
 - *Excel*
 - *Word*
 - *PowerPoint*
 - *or an online project tool such as monday.com*
- For this module, a simple table-based Gantt chart is enough.

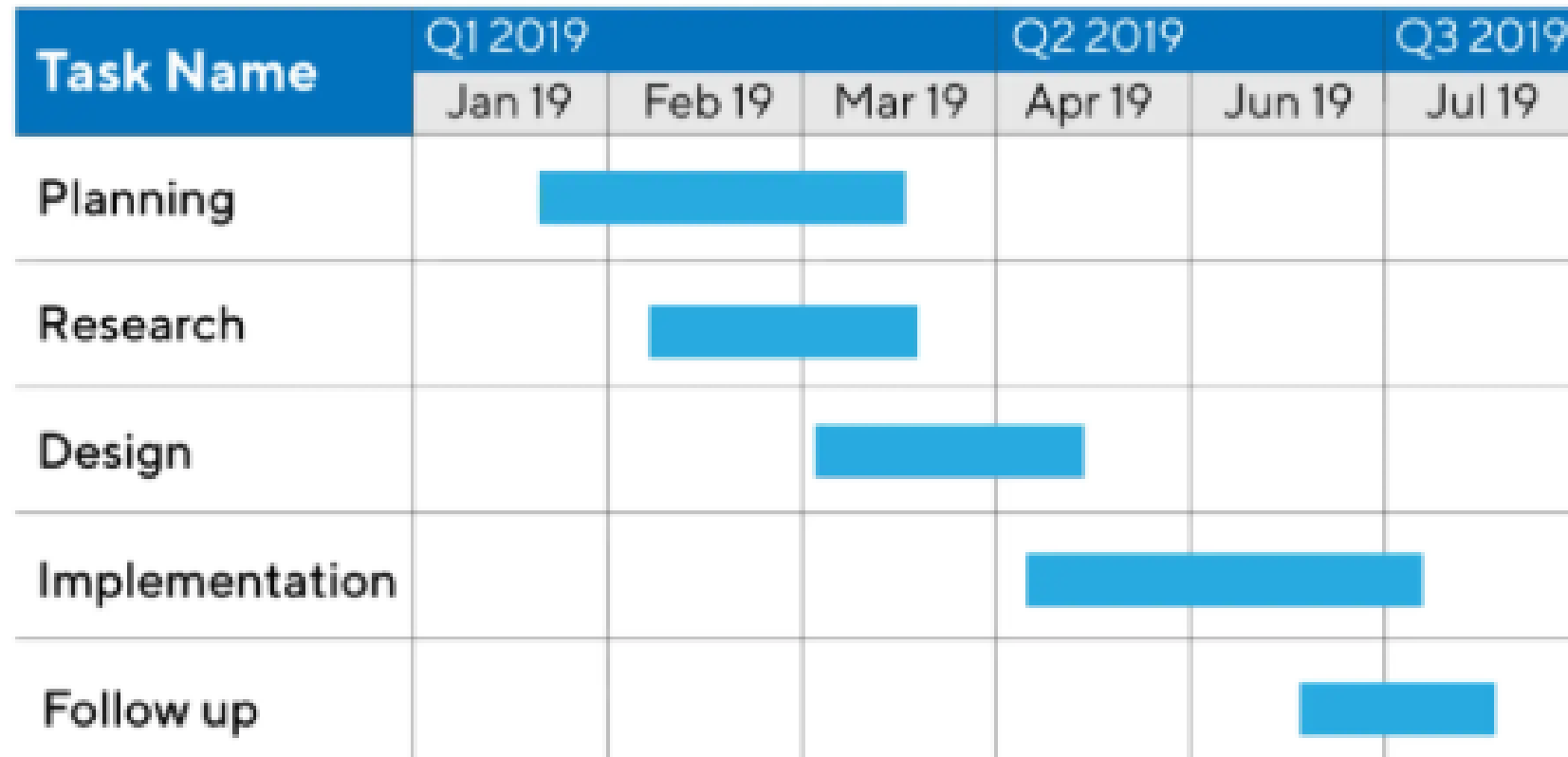
Example: Student networking event

Stage	Task	Week 1	Week 2	Week 3	Week 4
Planning	Confirm project plan	X			
Planning	Assign team roles	X			
Planning	Confirm venue and date	X	X		
Promotion	Create promotional materials	X	X		
Promotion	Share event information with students		X	X	
Promotion	Send reminders			X	
Stakeholder engagement	Contact employers		X	X	
Stakeholder engagement	Confirm employer attendance			X	
Preparation	Finalise event arrangements			X	
	Prepare materials				

Word



Gantt Chart



Stage	Task	Jan 19	Feb 19	Mar 19	Apr 19	Jun 19	Jul 19
Planning	Define project goals	■	■				
Planning	Assign team roles	■	■				
Planning	Confirm project plan		■	■			
Research	Collect background information		■	■			
Research	Analyse user / stakeholder needs		■	■			
Design	Develop design ideas			■	■		
Design	Finalise design plan			■	■		
Implementation	Produce / build the project output				■	■	
Implementation	Deliver the main activity				■	■	

Project Board

All Views

Main Table

Gantt

+ Add to board

New Item

Search

Person

Filter

Sort

Overview

Days

- +

Dec 26

Week 53 Dec 27 - Jan 2

Week 1 Jan 3 - Jan 9

Week 2 Jan 10 - Jan 16

Week 3 Jan 17 - Jan 23

Week 4 Jan 24 - Jan 30

Task 1

Dec 27 - 28

Task 2

Dec 27 - 28

Task 3

Dec 29 - 31

Contractual milestone - Planning

Jan 1

Phase 2 - Execution

Task 4

Jan 3 - 5

Task 5

Jan 6 - 8

Task 6

Jan 10 - 13

Contractual milestone - Execution

Jan 14

Phase 3 - Launch

Task 7

Jan 15 - 18

Task 8

Jan 19 - 22

Task 9

Jan 23 - 27

Contractual milestone - Launch

Jan 28

3

24

27

28

29

30

31

3

4

5

6

7

10

11

12

13

14

17

18

19

20

21

24

25

Task 1

Task 1

Task 2

Task 2

Task 3

Task 3

Contractual milestone - Planning

Contractual milestone - Planning

Phase 2 - Execution • Jan 3 - 14 • 12 days

Task 4

Task 4

Task 5

Task 5

Task 6

Task 6

Contractual milestone - Execution

Contractual milestone - Execution

Phase 3 - Launch • Jan 15 - 28 • 14 days

Task 7

Task 7

Task 8

Task 8

Task 9

Task 9

- Gantt charts allow project managers to separate the project schedule into phases, making it easy for a team leader to quickly see where the project stands. Some advanced Gantt chart tools even allow you to filter out data to really narrow down on a specific part of your project plan.

How do WBS and Gantt Chart connect?

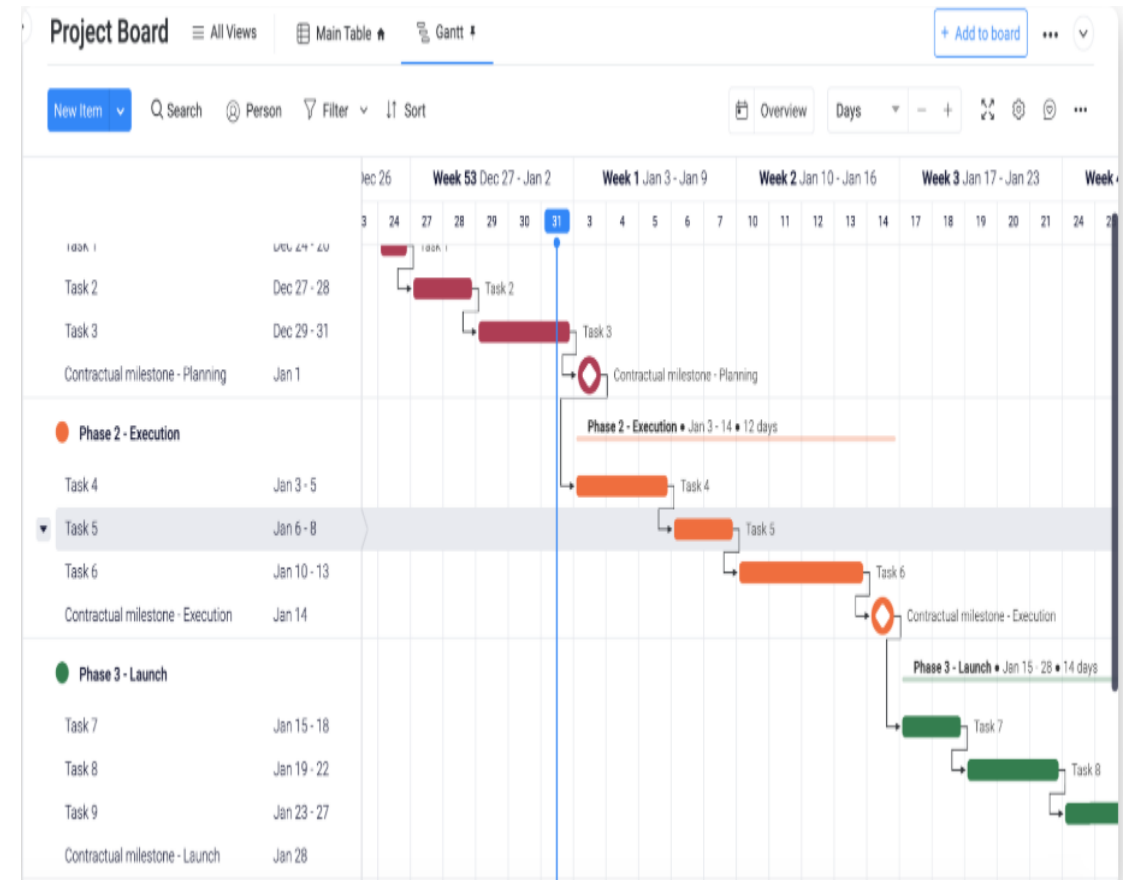
- WBS tells us: What work needs to be done
- Gantt Chart tells us: When that work should happen
- So the process is:
- Project → WBS → Gantt Chart

How to move from WBS to Gantt Chart

- Step 1 Create your WBS
- Step 2 Take the tasks from the WBS
- Step 3 Put them in a logical order
- Step 4 Decide when each task should happen
- Step 5 Create a simple timeline

WBS & Gantt Chart

Simple Work Breakdown Structure (WBS) Template



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Stage	Task	Jan 19	Feb 19	Mar 19	Apr 19	Jun 19	Jul 19
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Planning	Assign team roles	■	■				
Planning	Confirm project plan		■	■			
Research	Collect background information		■	■			
Research	Analyse user / stakeholder needs		■	■			

A practical warning

- One common mistake is: making the WBS too vague or making the Gantt Chart too ambitious. A planning tool is only useful if it is realistic.
- For example:
- *too many tasks*
- *too little time*
- *unrealistic sequence*
- *unclear responsibilities*
- *Remember*

- For this module, your WBS and Gantt Chart do not need to be highly technical.
- Keep them:
 - clear
 - realistic
 - manageable
 - linked to your project scope
 - suitable for a student group project

Output of Week 4

Output	What your group needs to produce today
1. Main project stages	Identify the main stages of your project
2. WBS	Break the project into smaller tasks or work packages
3. Task list	List the main tasks that need to be completed
4. Task order	Decide the logical sequence of the tasks
5. Draft Gantt Chart	Create a simple timeline showing when tasks should happen
6. Task allocation	Decide who is mainly responsible for each task
7. Blog 4 preparation	Prepare notes on how WBS and Gantt Chart help your project planning

Blog 4 guidance

- In Blog 4, you should explain:
- how your group used WBS to break the project into smaller tasks
- how the Gantt Chart helped organise time and sequence
- which planning tool was more useful
- any difficulties your group had when planning the work

- Before you finish today, ask:
- *Have we broken the project into manageable parts?*
- *Are the tasks clear?*
- *Is the order realistic?*
- *Does the timeline fit the project scope?*
- *Have we allocated responsibility clearly?*

Recap of Week 4

- Today we covered:
- Work Breakdown Structure
- Gantt Chart
- how WBS and Gantt Chart work together
- planning project tasks and timelines
- Blog 4 guidance