

Gantt Chart vs. Project Timeline?

Details to Help You Decide Which Is Best for Your Project



Project Timeline



Gantt chart

Primary Characteristics	Provides bird's-eye view of entire project and sequencing of tasks and events, without many details	Shows projected start and finish dates for each task
	Helps track important dates, deadlines, and project milestones	Defines who is responsible for each task
	Shows progress on the project	Includes information about dependencies of some tasks to others
	Shows upcoming tasks and events	Might include resources needed for each task
A great option when you want to ...	Show an overview of a project without complicating details. Best when discussing a project with organization leaders or stakeholders that you don't want to overwhelm with information	Show significant detail on the project, including responsibilities, time needed for each task, and how tasks relate to each other. Best when providing guiding details to team members working on a project