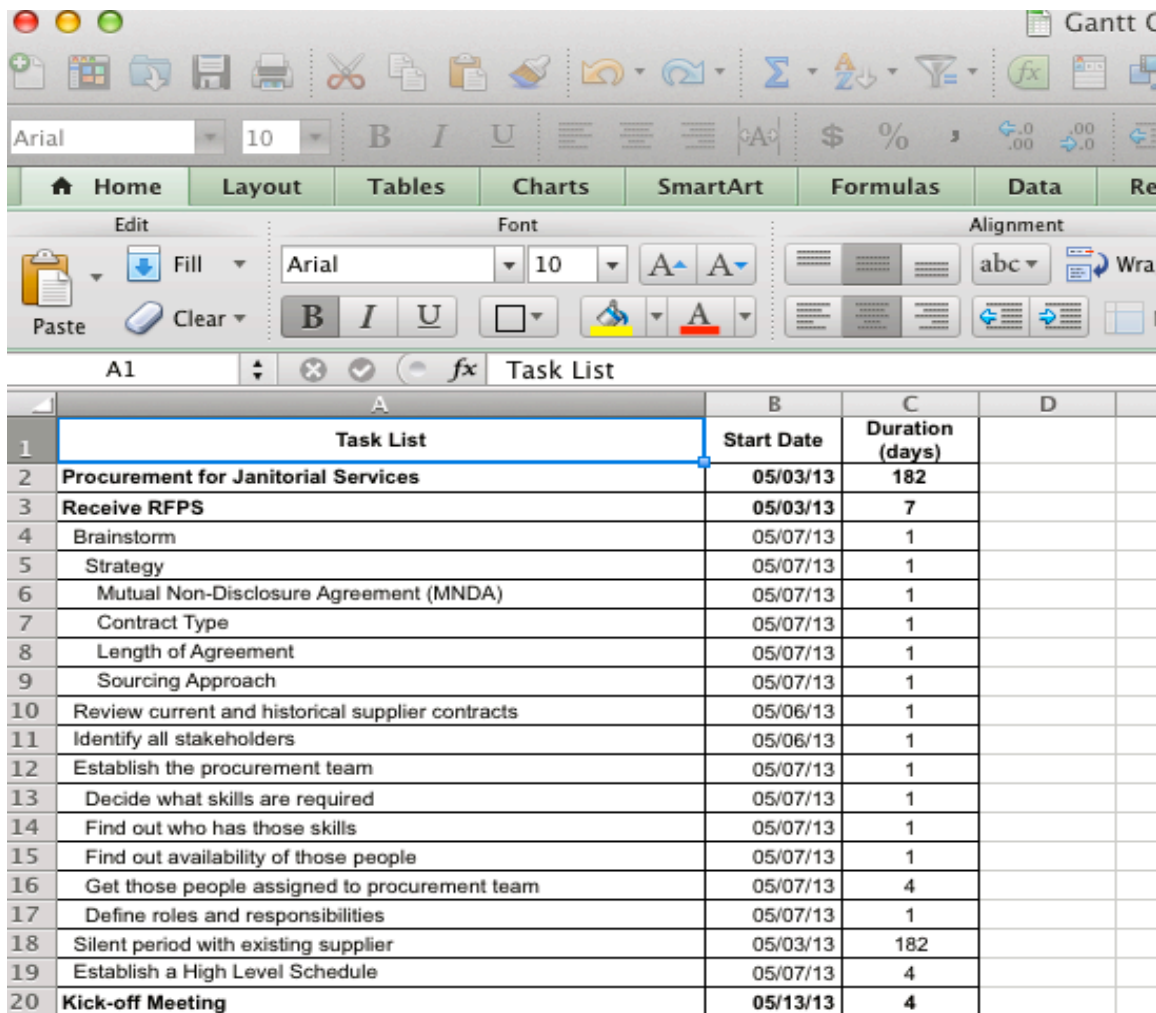# How to Create a Gantt Chart Using MS Excel for Mac 2011

By Diana L. Lindstrom, ShipwreckedProject.com

A Gantt chart shows the schedule (time line) for your procurement in a visual form that is similar to a bar chart. Many people find it easier to understand the milestones and tasks that a procurement requires when they are in visual form. Although you will always have the schedule in tabular form, having a Gantt chart is also important.

Microsoft Excel for Mac 2011 does not have a built-in Gantt chart wizard, but you can create a Gantt chart using this software. All it takes is a little practice on an Intel Mac using MS Excel for Mac 2011 to make this a useful procurement management tool for your procurements.

Use the following steps to construct a Gantt chart using MS Excel for Mac 2011 on an Intel Mac.

Create a table with the data. Input the procurement schedule data into the spreadsheet. Important: Save your data as a separate file. If you make any mistakes creating the Gantt chart, you can always start over if you have the data. You need this data: Task List, Start Date, and Duration.

Task List	Start Date	Duration (days)
Procurement for Janitorial Services	05/03/13	182
Receive RFPS	05/03/13	7
Brainstorm	05/07/13	1
Strategy	05/07/13	1
Mutual Non-Disclosure Agreement (MNDA)	05/07/13	1
Contract Type	05/07/13	1
Length of Agreement	05/07/13	1
Sourcing Approach	05/07/13	1
Review current and historical supplier contracts	05/06/13	1
Identify all stakeholders	05/06/13	1
Establish the procurement team	05/07/13	1
Decide what skills are required	05/07/13	1
Find out who has those skills	05/07/13	1
Find out availability of those people	05/07/13	1
Get those people assigned to procurement team	05/07/13	4
Define roles and responsibilities	05/07/13	1
Silent period with existing supplier	05/03/13	182
Establish a High Level Schedule	05/07/13	4
Kick-off Meeting	05/13/13	4

Create a stacked bar chart. Select the **Task List** and **Start Date** columns. From the **Charts** tab, select **Bar**, then **2-D Bar**, then **Stacked Bar**.

Then, right click on any blank area in the newly created chart and choose **Select Data**.

Next, click on the **Add** button under **Series**.

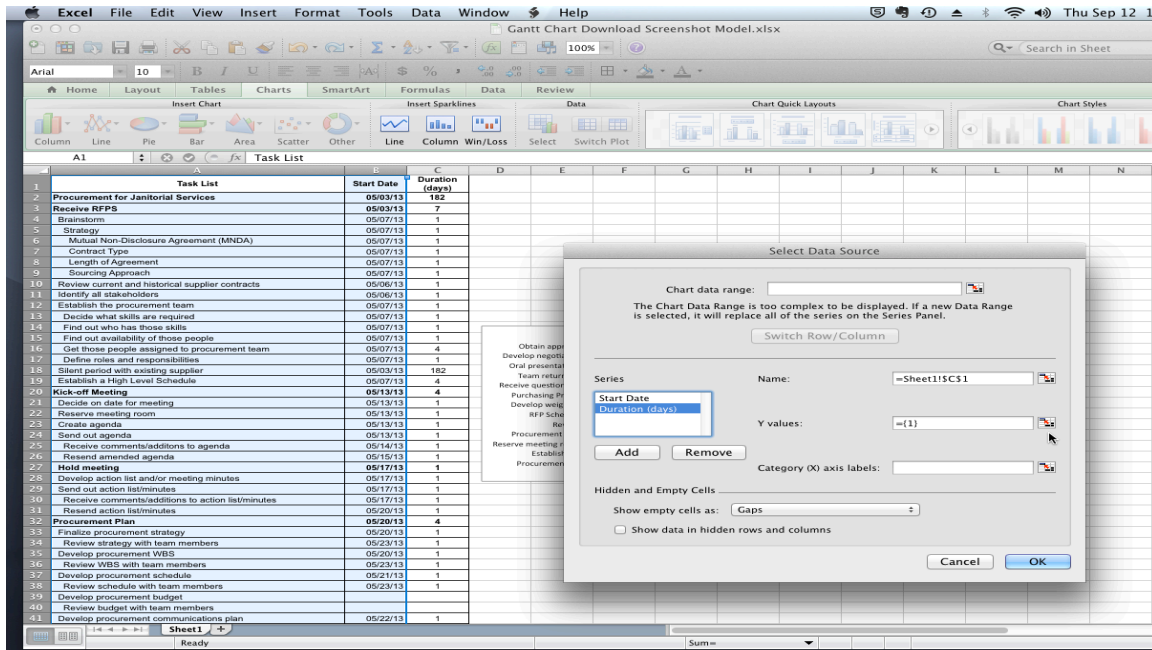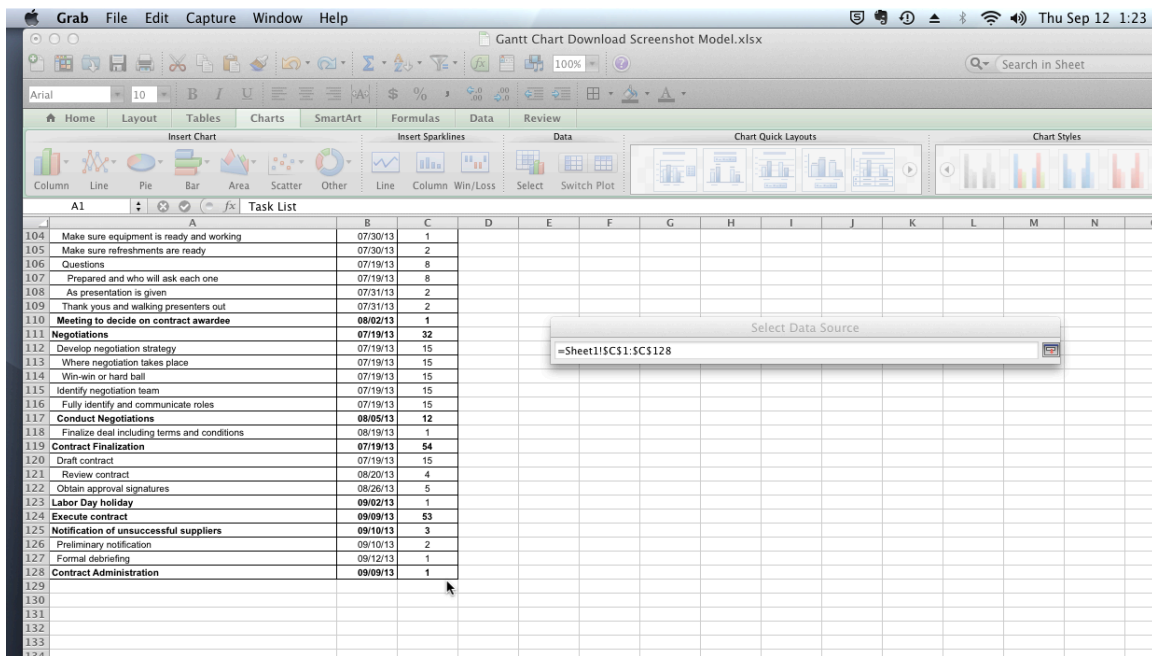Put the cursor in the **Name** box. Then click on the cell in the table containing the name of the column (in this case, **Duration**). If doing this doesn't work, type **Duration** in the **Name** box.
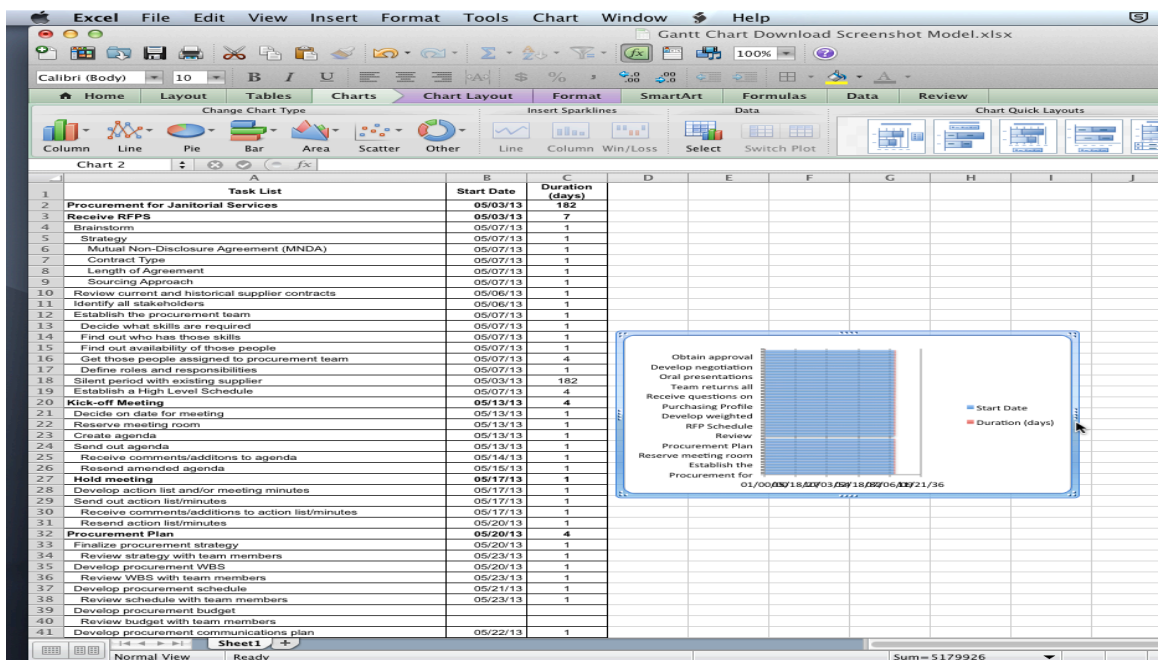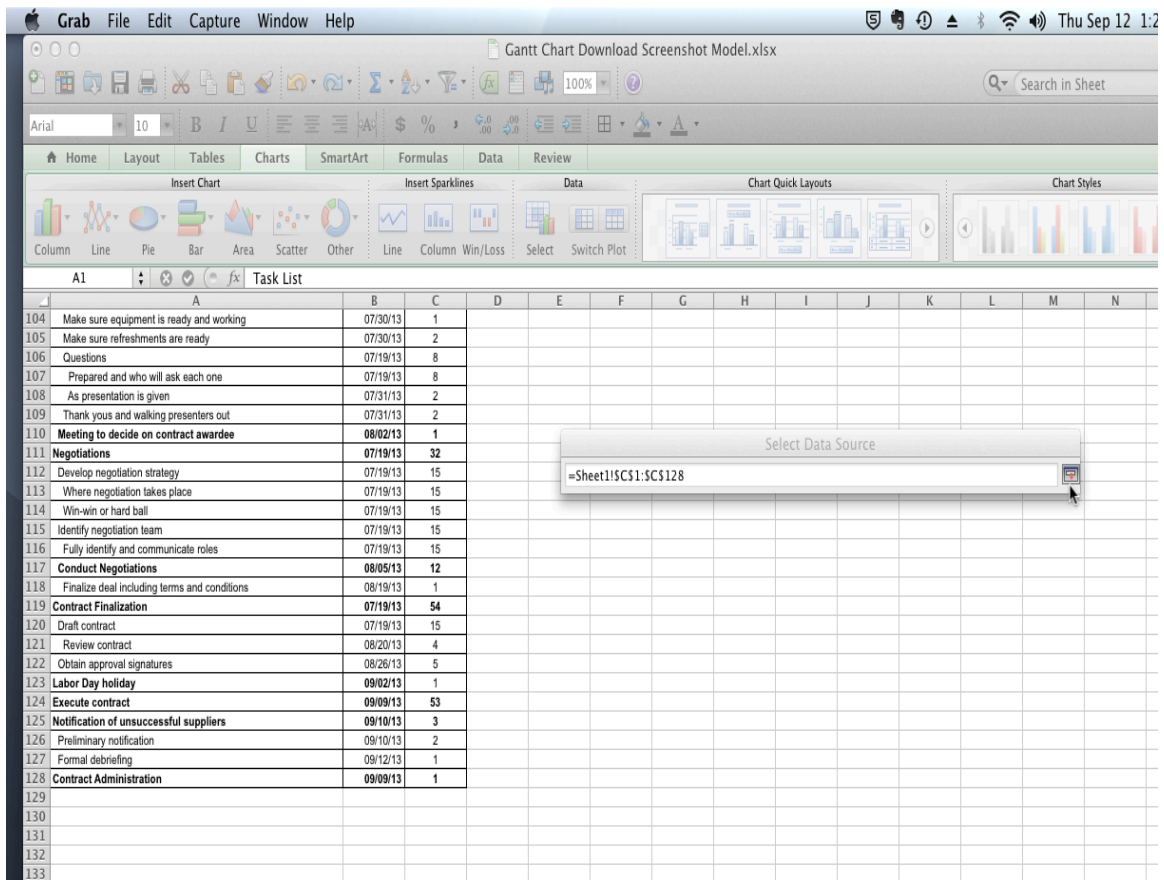
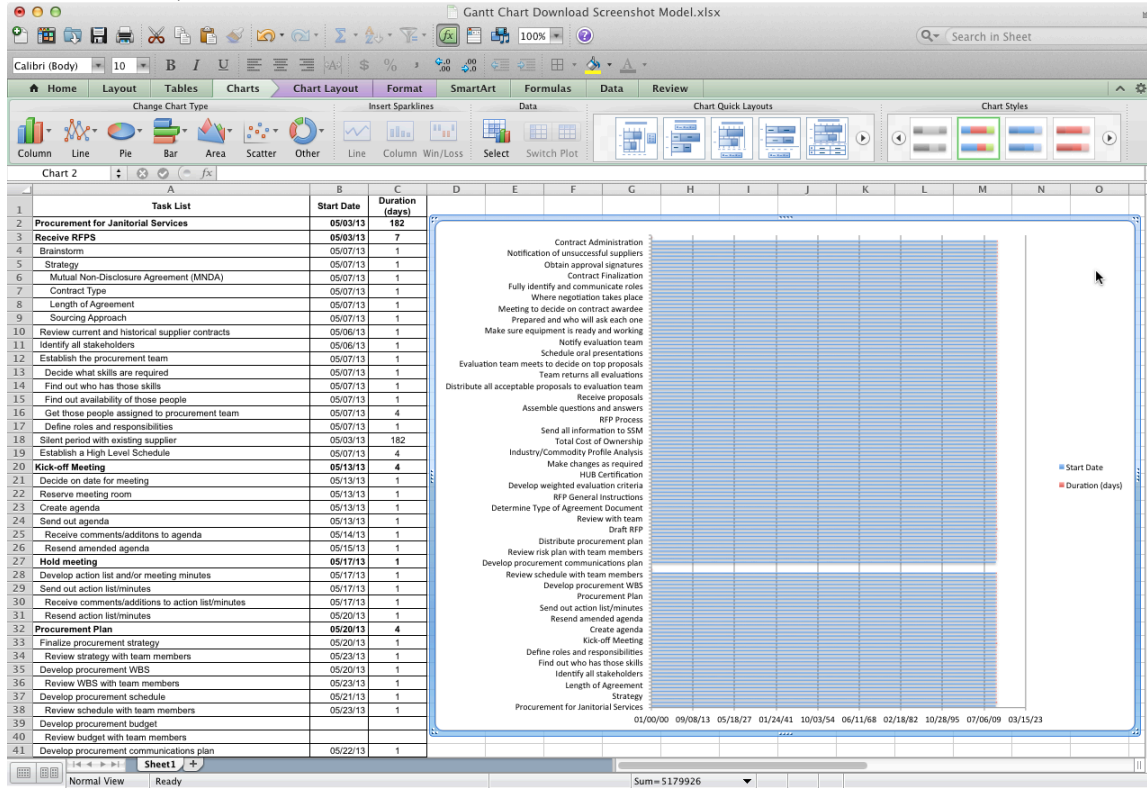Next click on the button to the right of the box under **Y Values**.

Select the range of cells in the **Duration** column.

#	A	B	C
104	Make sure equipment is ready and working	07/30/13	1
105	Make sure refreshments are ready	07/30/13	2
106	Questions	07/19/13	8
107	Prepared and who will ask each one	07/19/13	8
108	As presentation is given	07/31/13	2
109	Thank yous and walking presenters out	07/31/13	2
110	Meeting to decide on contract awardee	08/02/13	1
111	Negotiations	07/19/13	32
112	Develop negotiation strategy	07/19/13	15
113	Where negotiation takes place	07/19/13	15
114	Win-win or hard ball	07/19/13	15
115	Identify negotiation team	07/19/13	15
116	Fully identify and communicate roles	07/19/13	15
117	Conduct Negotiations	08/05/13	12
118	Finalize deal including terms and conditions	08/19/13	1
119	Contract Finalization	07/19/13	54
120	Draft contract	07/19/13	15
121	Review contract	08/20/13	4
122	Obtain approval signatures	08/26/13	5
123	Labor Day holiday	09/02/13	1
124	Execute contract	09/09/13	53
125	Notification of unsuccessful suppliers	09/10/13	3
126	Preliminary notification	09/10/13	2
127	Formal debriefing	09/12/13	1
128	Contract Administration	09/09/13	1

Select Data Source

=Sheet1!$C$1:$C$128

| #	Task List	Start Date	Duration (days)
2	Procurement for Janitorial Services	05/03/13	182
3	Receive RFPS	05/03/13	7
4	Brainstorm	05/07/13	1
5	Strategy	05/07/13	1
6	Mutual Non-Disclosure Agreement (MNDA)	05/07/13	1
7	Contract Type	05/07/13	1
8	Length of Agreement	05/07/13	1
9	Sourcing Approach	05/07/13	1
10	Review current and historical supplier contracts	05/06/13	1
11	Identify all stakeholders	05/06/13	1
12	Establish the procurement team	05/07/13	1
13	Decide what skills are required	05/07/13	1
14	Find out who has those skills	05/07/13	1
15	Find out availability of those people	05/07/13	1
16	Get those people assigned to procurement team	05/07/13	4
17	Define roles and responsibilities	05/07/13	1
18	Silent period with existing supplier	05/03/13	182
19	Establish a High Level Schedule	05/07/13	1
20	Kick-off Meeting	05/13/13	4
21	Decide on date for meeting	05/13/13	1
22	Reserve meeting room	05/13/13	1
23	Create agenda	05/13/13	1
24	Send out agenda	05/13/13	1
25	Receive comments/additons to agenda	05/14/13	1
26	Resend amended agenda	05/15/13	1
27	Hold meeting	05/17/13	1
28	Develop action list and/or meeting minutes	05/17/13	1
29	Send out action list/minutes	05/17/13	1
30	Receive comments/additions to action list/minutes	05/17/13	1
31	Resend action list/minutes	05/20/13	1
32	Procurement Plan	05/20/13	4
33	Finalize procurement strategy	05/20/13	1
34	Review strategy with team members	05/23/13	1
35	Develop procurement WBS	05/20/13	1
36	Review WBS with team members	05/23/13	1
37	Develop procurement schedule	05/21/13	1
38	Review schedule with team members	05/23/13	1
39	Develop procurement budget		
40	Review budget with team members		
41	Develop procurement communications plan	05/22/13	1

Sum=5179926

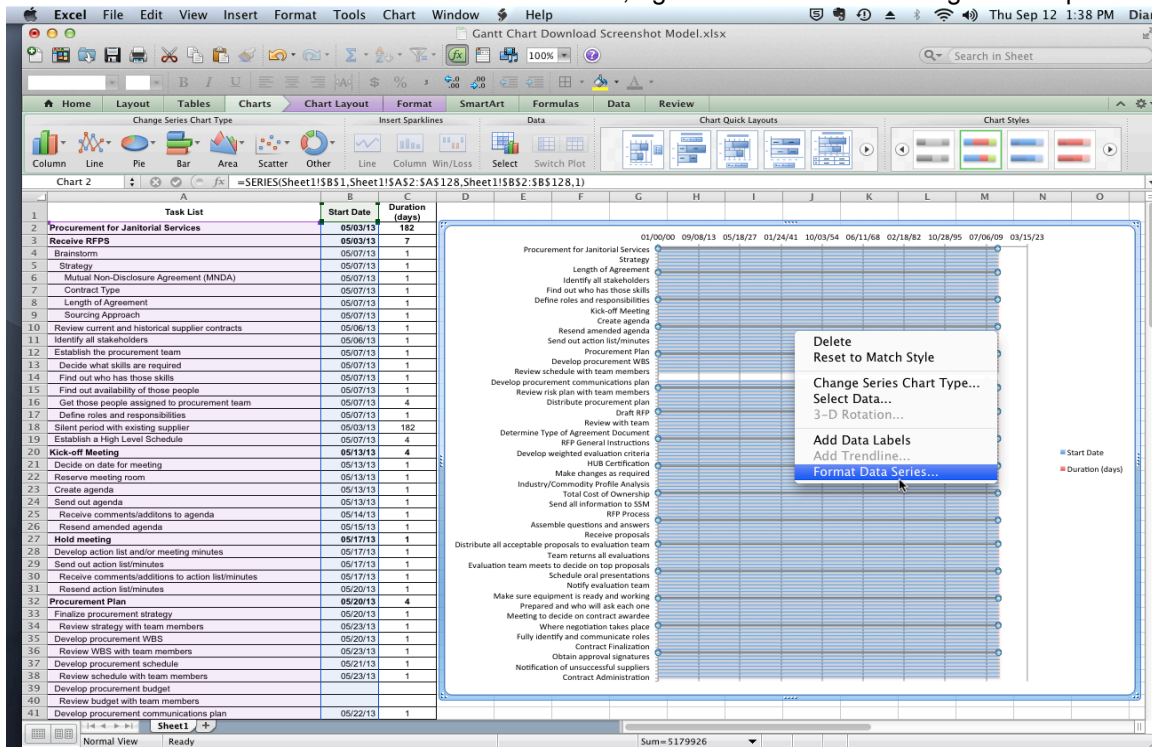When finished, the chart should now look like this:

Modify the stacked bar chart. This chart does not look like any Gantt chart that you would expect to see, so you need to make a few more modifications. First, make sure that the tasks on the chart are listed in chronological order from oldest to newest. To do this, right click over any of the task names and choose
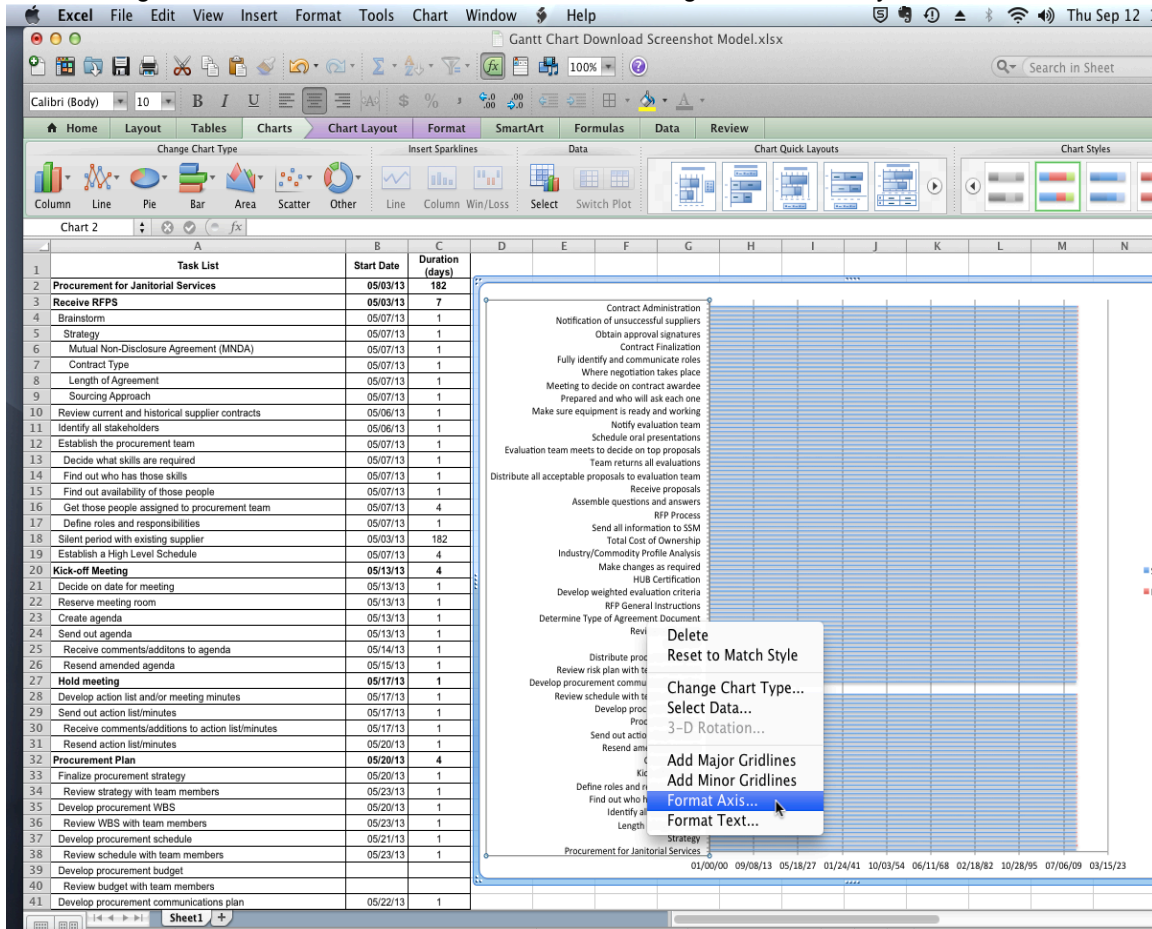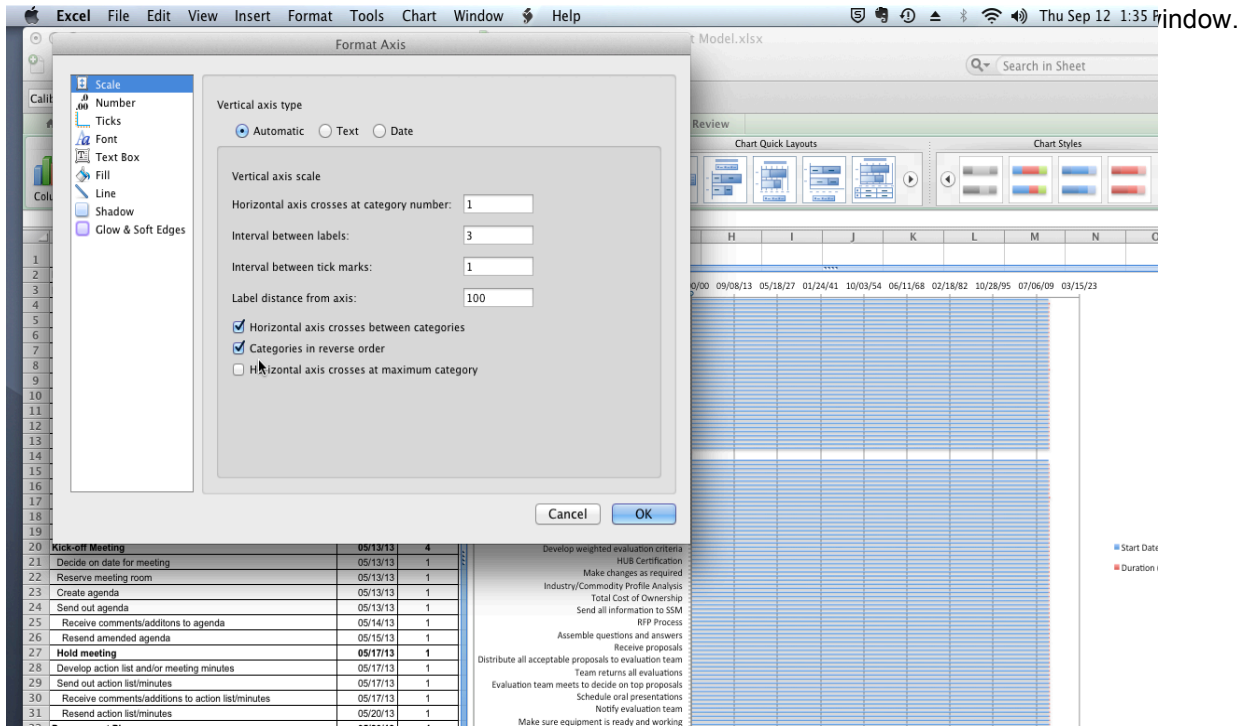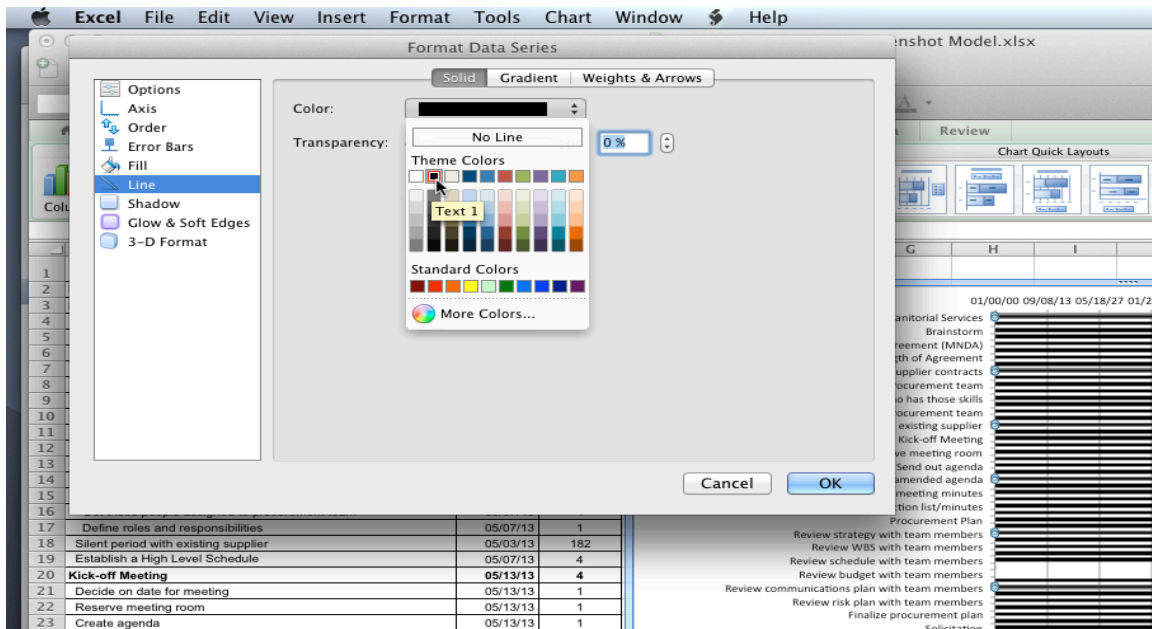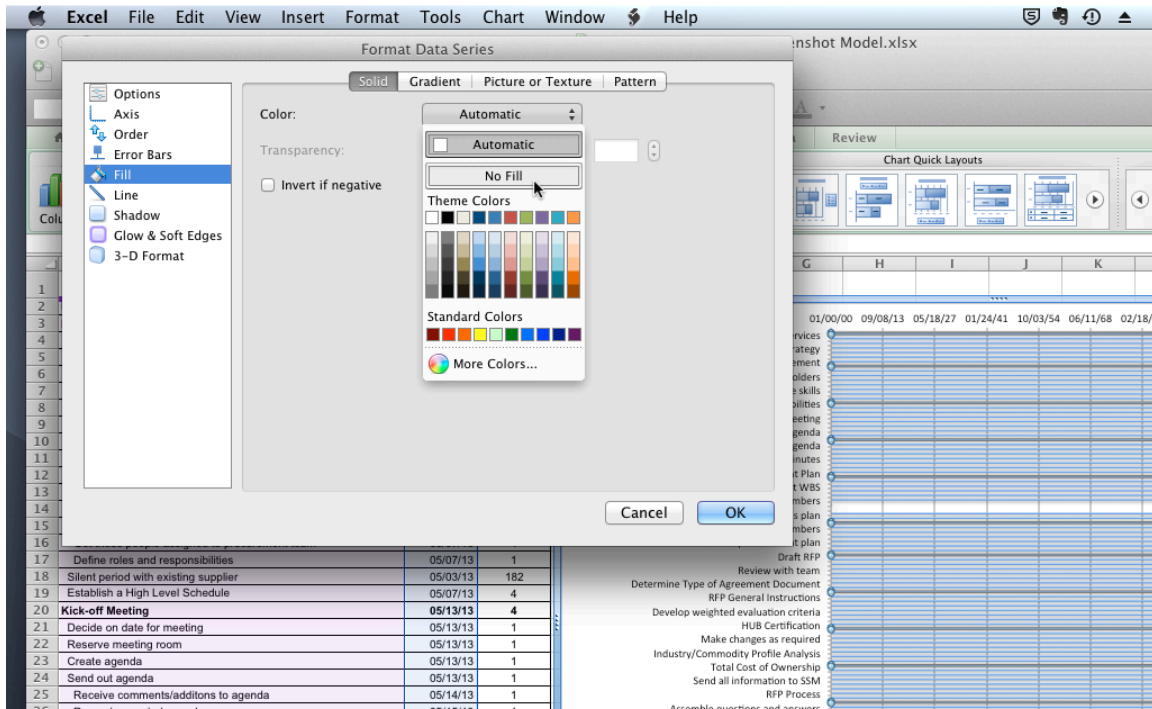
To remove the **Start Date** as one of the series items, right click on one of the segments representing the

Pick **No Fill** for the **Fill** option and choose a color for the **Line** option.

Override the automatic dates. MS Excel for Mac 2011 automatically chooses dates for your chart, but you need to use dates that are related to your specific procurement, so you will need to change the minimum and maximum dates on your chart. First, you have to determine the serial numbers of the Excel-assigned dates.
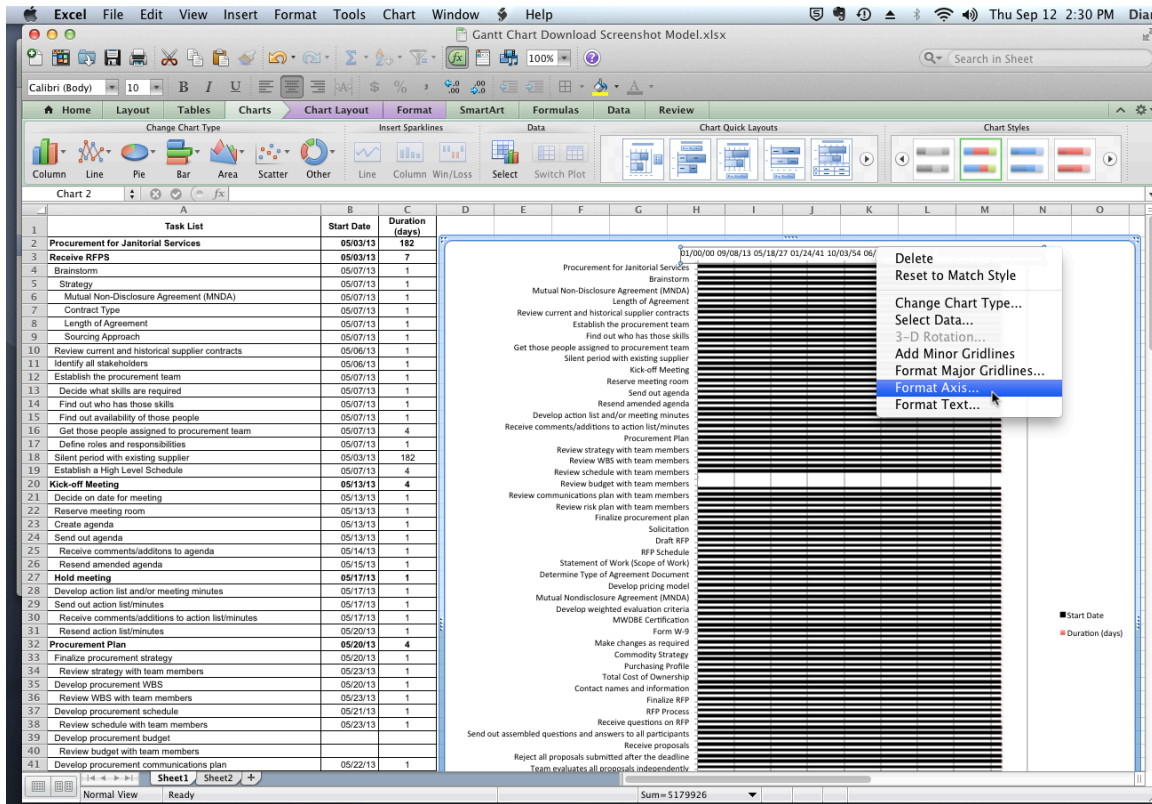
On a different worksheet enter the dates that you want to use. In this case, the dates are 5-3-13 and 10-31-13, the first and last dates of your procurement. Select the cells containing these dates, right click, and
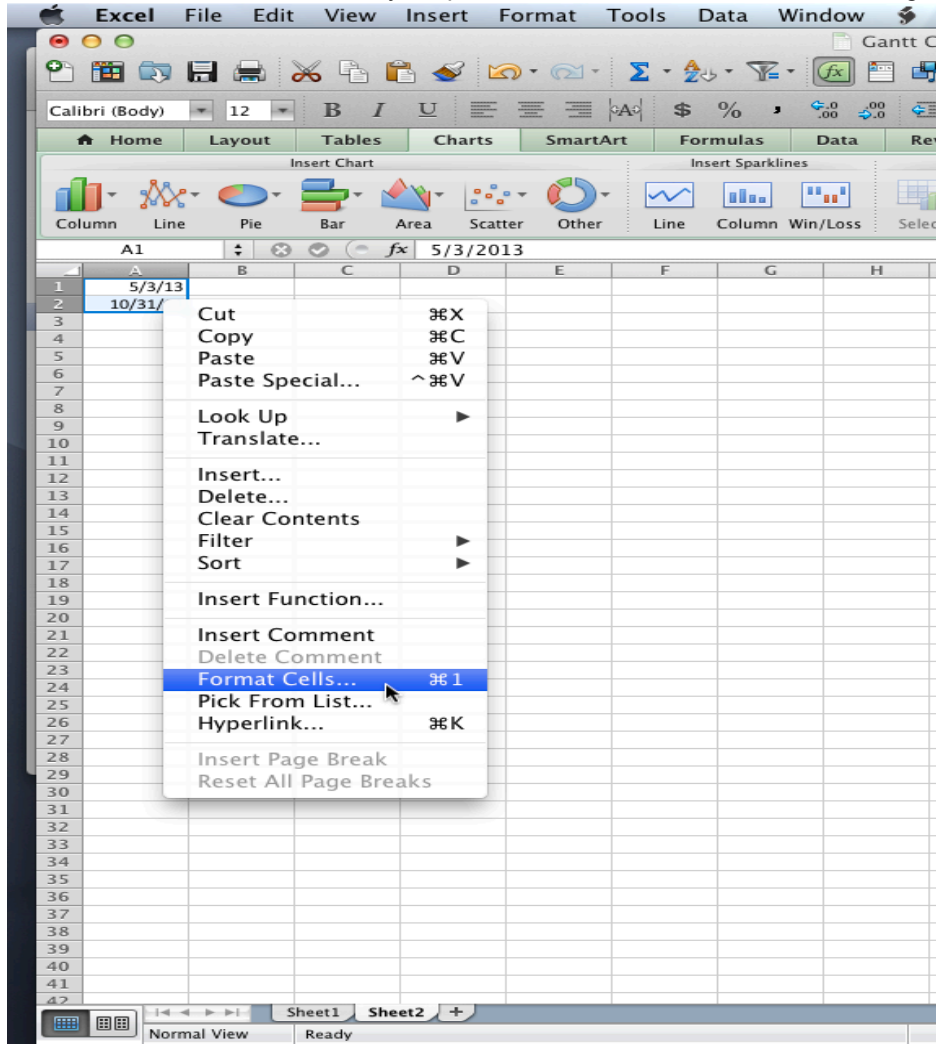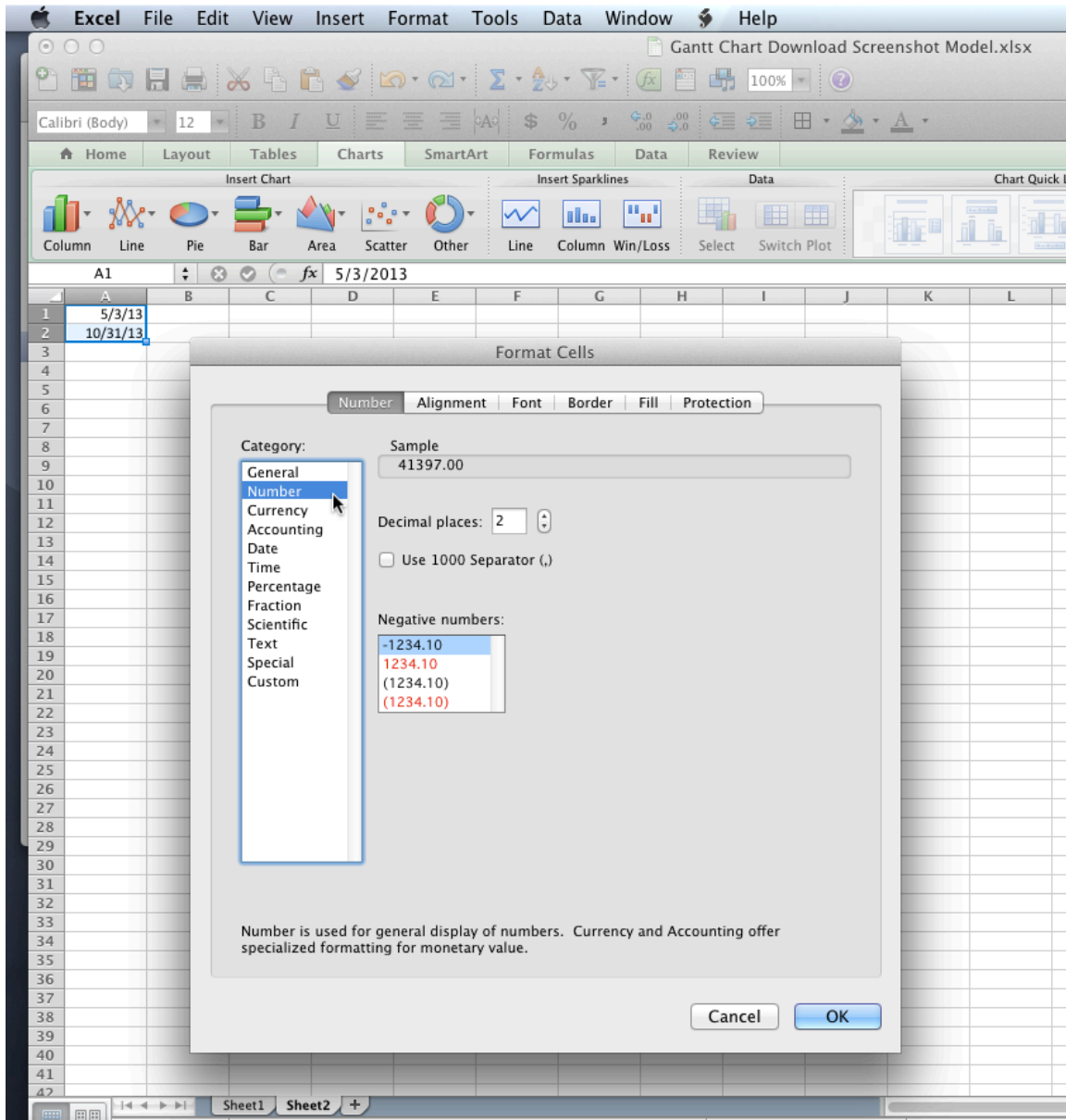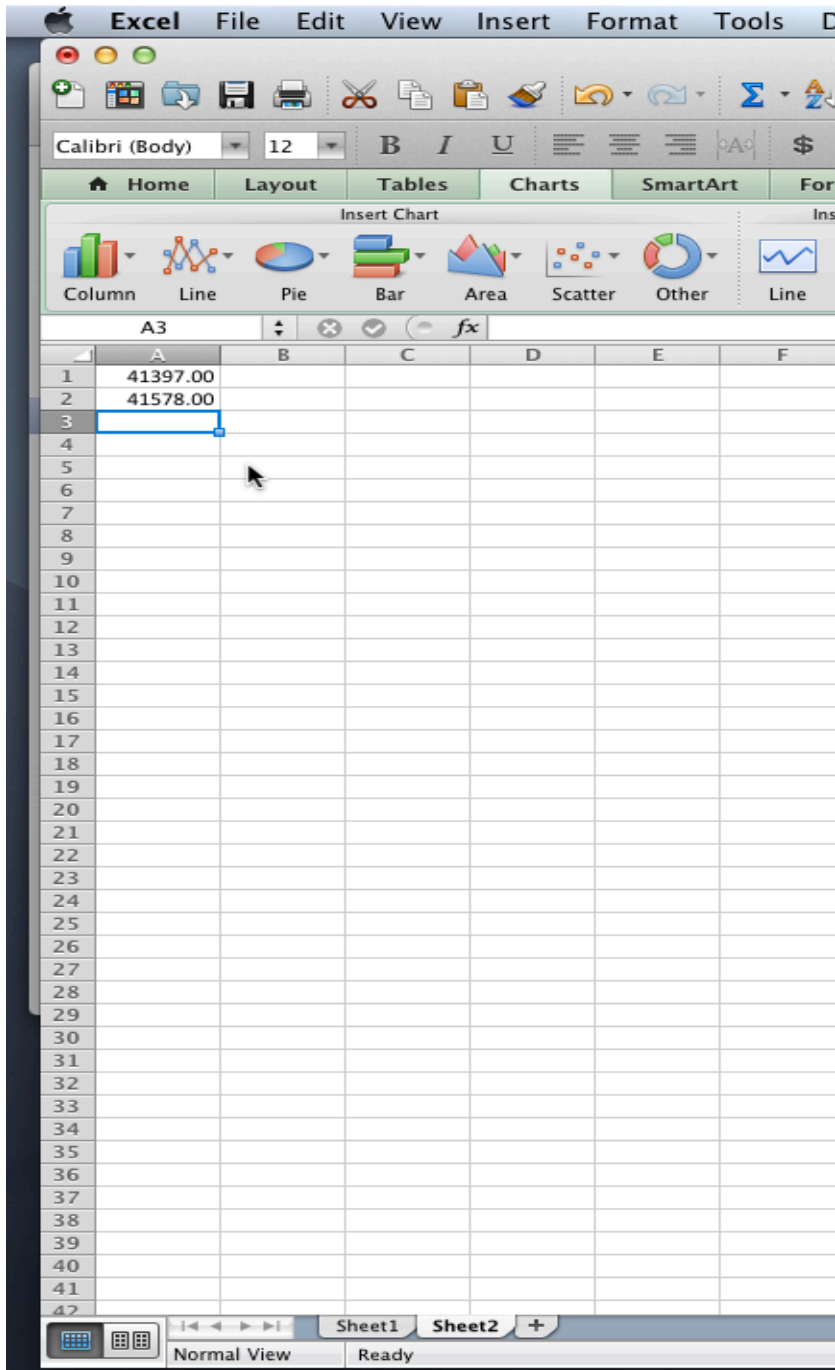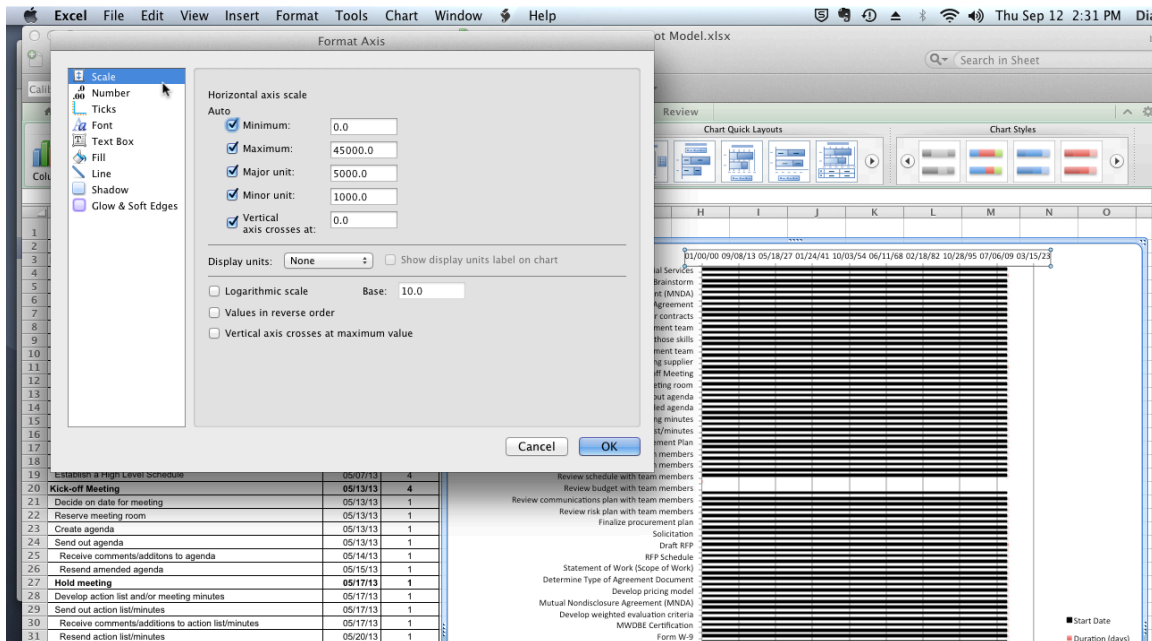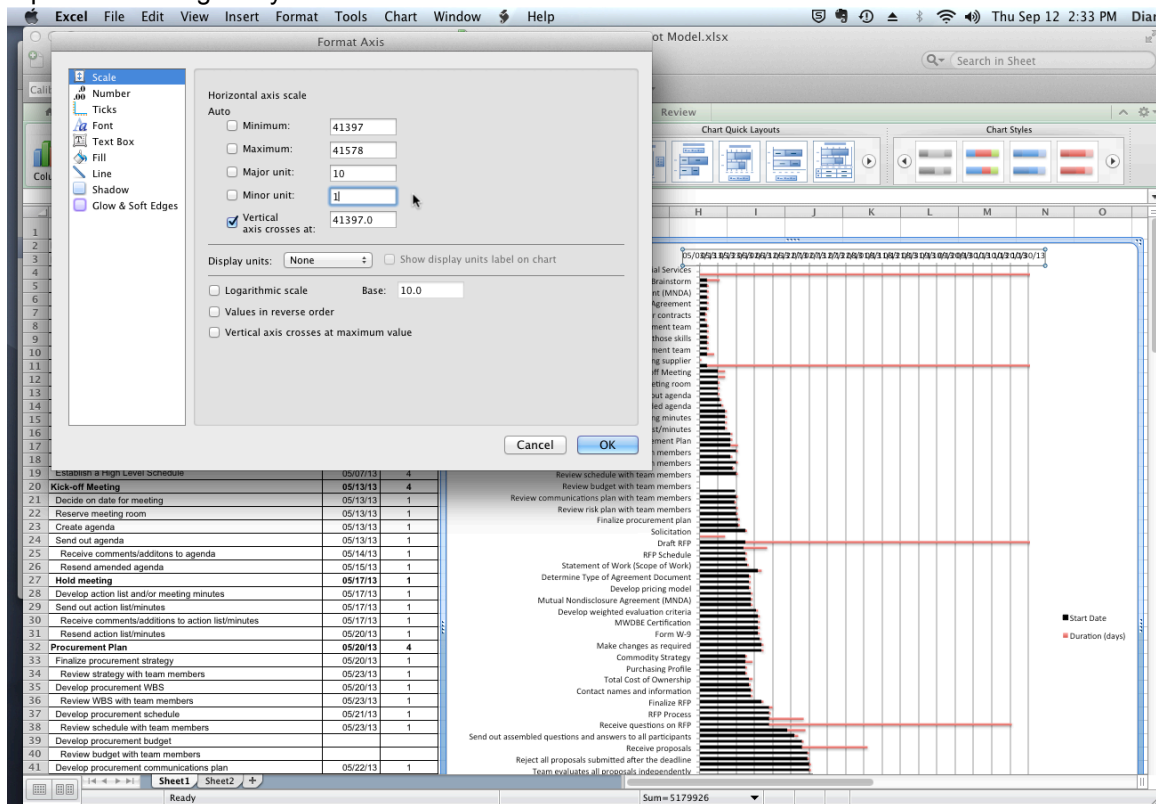
Return to your stacked bar chart and right click on the **Start Date** axis (Horizontal axis). Click on **Format Axis**.


Click on **Scale**.

Enter 41397 for **Minimum**, 41578 for **Maximum**, 10 for **Major Unit**, and 1 for **Minor Unit**. Entering 10 for the major unit allows the chart to be divided into blocks that represent about 1 week. The minor unit of 1 represents a single day.


NOTE: For the entire Gantt chart to be shown, performing this step is *crucial*. Use a **Minimum** value that corresponds to a date that is on or before the beginning of your procurement. For the **Maximum** value, use a serial number that corresponds to a date that is on or after the end of your procurement.

If you need your chart to be divided into blocks that represent larger divisions of time, for example, to see 3 months, use a higher number for **Major Unit**, e.g., 91. Play around with this value to get the exact division of time that you need.
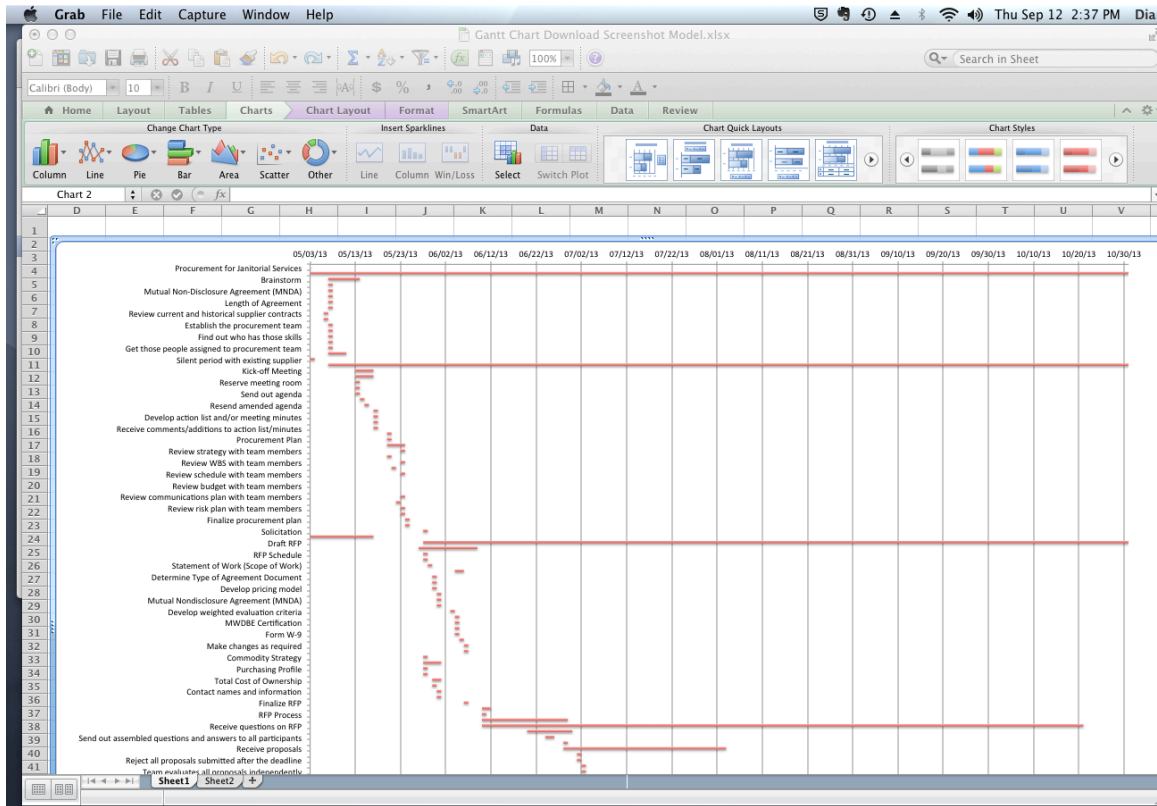
To change bar color for **Duration**, right click on a bar, choose **Format Data Series**, and under **Fill** select the color you want (black is used in this example). Then select **Line**, **Colo**r, and select the color you want. Next, select **Shadow**, click the box in front of **Shadow** to remove, and then click **OK**. The Gantt chart now
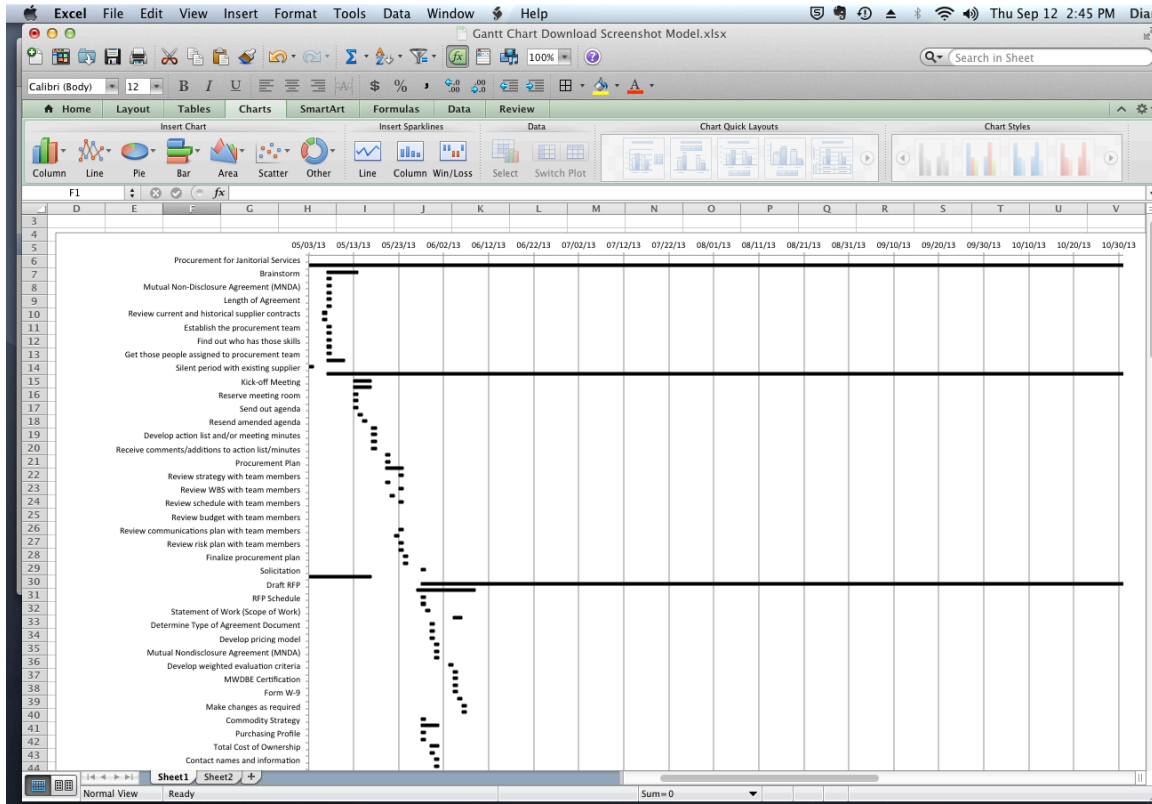
You can change the font, text color, etc. on the axis labels. Simply right click on the area to change and choose **Format Text**.

If you add new elements to the chart that are outside of the date range you have specified, you will need to change the minimum and/or maximum serial numbers that you entered under **Override the automatic dates** section above.

You can move a chart to a new or existing sheet. Click anywhere in the chart. On the **Chart** menu, click **Move Chart**.

Select the **Object in** option. Then in the box, select the sheet that you want the chart to be placed on. The chart will move to this sheet and your data sheet will no longer have the chart on it.

Alternatively, you can highlight the entire chart, right click **Copy**, then go the sheet you want the chart to be on and right click **Paste.** This leaves the chart on the data sheet and also puts it on another sheet so that it can be easily printed.