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.

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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	4	
20	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.

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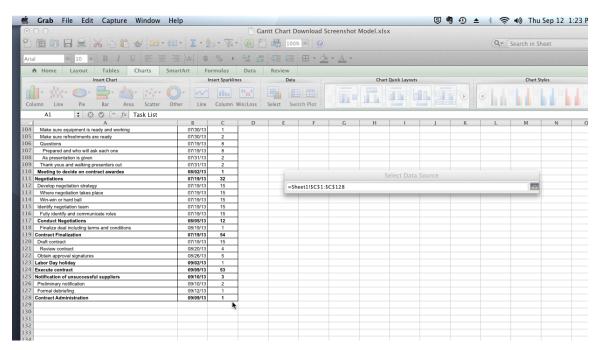
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108 As presentation is given	07/31/13	2														
109 Thank yous and walking presenters out	07/31/13	2														
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116 Fully identify and communicate roles	07/19/13	15														
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118 Finalize deal including terms and conditions	08/19/13	1														
119 Contract Finalization	07/19/13	54														
120 Draft contract	07/19/13	15														
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124 Execute contract	09/09/13	53														
125 Notification of unsuccessful suppliers	09/10/13	3														
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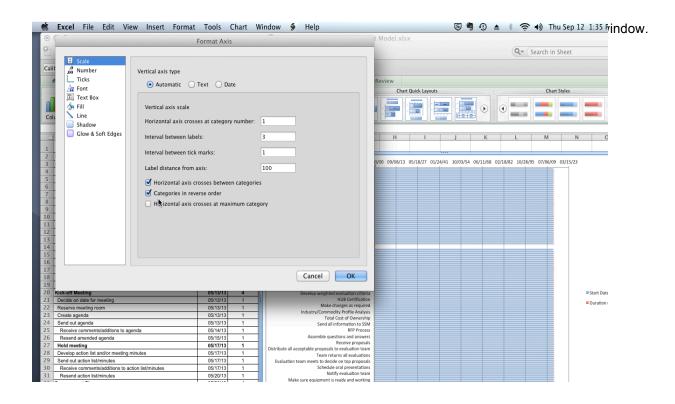
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Strategy	05/07/13	1	Obtain approval signatures				
Mutual Non-Disclosure Agreement (MNDA)	05/07/13	1	Contract Finalization Fully identify and communicate roles				A.
Contract Type	05/07/13	1	Where negotiation takes place				
Length of Agreement	05/07/13	1	Meeting to decide on contract awardee				
Sourcing Approach	05/07/13	1	Prepared and who will ask each one				
Review current and historical supplier contracts	05/06/13	1	Make sure equipment is ready and working				
Identify all stakeholders	05/06/13	1	Notify evaluation team				
Establish the procurement team	05/07/13	1	Schedule oral presentations Evaluation team meets to decide on top proposals				
Decide what skills are required	05/07/13	1	Team returns all evaluations				
Find out who has those skills	05/07/13	1	Distribute all acceptable proposals to evaluation team				
Find out availability of those people	05/07/13	1	Receive proposals				
Get those people assigned to procurement team	05/07/13	4	Assemble questions and answers				
Define roles and responsibilities	05/07/13	1	RFP Process Send all information to SSM				
Silent period with existing supplier	05/03/13	182	Total Cost of Ownership				
Establish a High Level Schedule	05/07/13	4	Industry/Commodity Profile Analysis				
Kick-off Meeting	05/13/13	4	Make changes as required			Start D	late
Decide on date for meeting	05/13/13	1	HUB Certification				
Reserve meeting room	05/13/13	1	Develop weighted evaluation criteria			= Durati	ion (days)
Create agenda	05/13/13	1	RFP General Instructions Determine Type of Agreement Document				
Send out agenda	05/13/13	1	Review with team				
Receive comments/additons to agenda	05/14/13	1	Draft RFP				
Resend amended agenda	05/14/13	1	Distribute procurement plan				
Hold meeting	05/15/13	1	Review risk plan with team members				
Develop action list and/or meeting minutes	05/17/13	1	Develop procurement communications plan Review schedule with team members				
Send out action list/minutes	05/17/13	1	Develop procurement WBS				
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Review strategy with team members	05/23/13	1	Find out who has those skills				
Develop procurement WBS	05/20/13	1	Identify all stakeholders				
Review WBS with team members	05/23/13	1	Length of Agreement				
Develop procurement schedule	05/21/13	1	Strategy Procurement for Janitorial Services				
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Review budget with team members							
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When finished, the chart should now look like this:

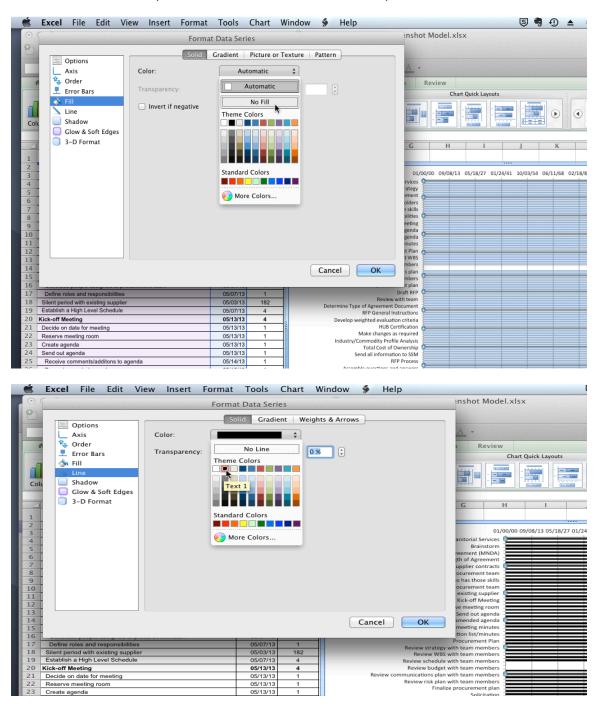
Modify the stacked bar chart. This chart does not look like any Gantt chart that you would expect to see, so you need to make a few more modifications. First, make sure that the tasks on the chart are listed in chronological order from oldest to newest. To do this, right click over any of the task names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

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2 Procurement for Janitorial Services	05/03/13	182	
3 Receive RFPS	05/03/13	7	Contract Administration
4 Brainstorm	05/07/13	1	Notification of unsuccessful suppliers
5 Strategy	05/07/13	1	Obtain approval signatures
6 Mutual Non-Disclosure Agreement (MNDA)	05/07/13	1	Contract Finalization Fully identify and communicate roles
7 Contract Type	05/07/13	1	Where negotiation takes place
8 Length of Agreement	05/07/13	1	Meeting to decide on contract awardee
9 Sourcing Approach	05/07/13	1	Prepared and who will ask each one
Review current and historical supplier contracts Identify all stakeholders	05/06/13	1	Make sure equipment is ready and working Notify evaluation team
Identify all stakeholders Establish the procurement team	05/06/13	1	Schedule oral presentations
13 Decide what skills are required	05/07/13	1	Evaluation team meets to decide on top proposals
13 Decide what skills are required 14 Find out who has those skills	05/07/13	1	Distribute all acceptable proposals to evaluation team
15 Find out availability of those people	05/07/13	1	Distribute an acceptable proposals to evaluation team
16 Get those people assigned to procurement team	05/07/13	4	Assemble questions and answers
17 Define roles and responsibilities	05/07/13	1	RFP Process Send all information to SSM
18 Silent period with existing supplier	05/03/13	182	Sens all information to Savi Total Cost of Ownership
19 Establish a High Level Schedule	05/07/13	4	Industry/Commodity Profile Analysis
20 Kick-off Meeting	05/13/13	4	Make changes as required
21 Decide on date for meeting	05/13/13	1	HUB Certification Develop weighted evaluation criteria
22 Reserve meeting room	05/13/13	1	RFP General Instructions
23 Create agenda	05/13/13	1	Determine Type of Agreement Document
24 Send out agenda	05/13/13	1	Revi Delete
25 Receive comments/additons to agenda	05/14/13	1	Distribute proc Reset to Match Style
26 Resend amended agenda	05/15/13	1	Review risk plan with te
27 Hold meeting	05/17/13	1	Develop procurement commu Review schedule with to Develop procurement commu
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33 Finalize procurement strategy	05/20/13	1	Kie Add Minor Cridlings
34 Review strategy with team members	05/23/13	1	Deline roles and h
35 Develop procurement WBS	05/20/13	1	Find out who h Format Axis
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37 Develop procurement schedule	05/21/13	1	Strategy
38 Review schedule with team members	05/23/13	1	Procurement for Janitorial Services
39 Develop procurement budget			01/00/00 09/08/13 05/18/27 01/24/41 10/03/54 06/11/68 02/18/82 10/28/95 07/06/09 03/15/23
40 Review budget with team members			
41 Develop procurement communications plan	05/22/13	1	
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To remove the Start Date as one of the series items, right click on one of the segments representing the

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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 Excelassigned dates.

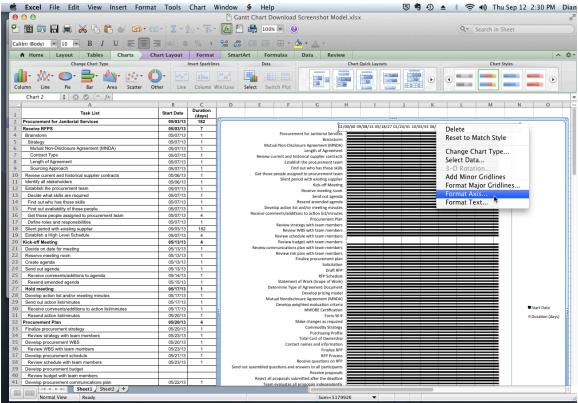
On a different worksheet enter the dates that you want to use. In this case, the dates are 5-3-13 and 10-31-13, the first and last dates of your procurement. Select the cells containing these dates, right click, and

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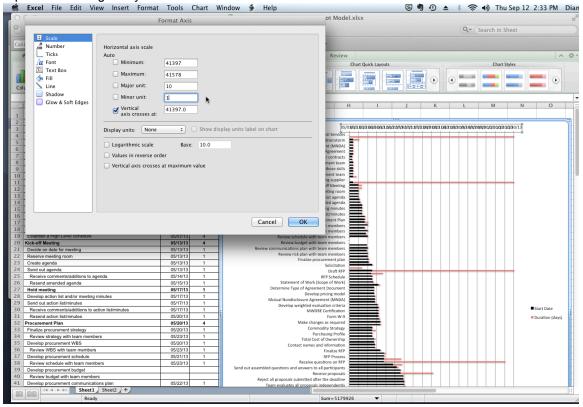
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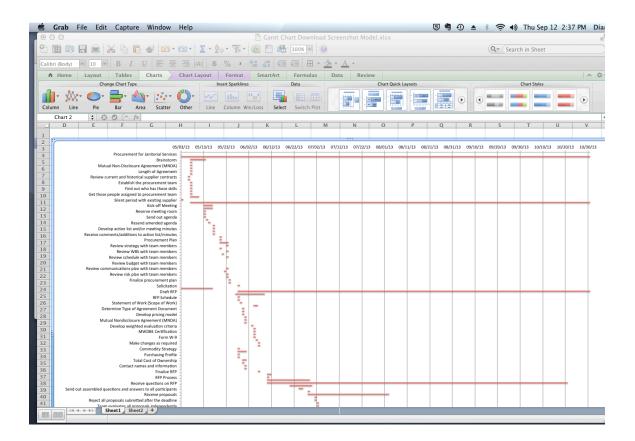
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22 Reserve meeting room	05/13/13 1	Review risk plan with t	eam members								
23 Create agenda 24 Send out agenda	05/13/13 1		Solicitation								
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27 Hold meeting	05/17/13 1	Determine Type of Agreem	ent Document								
28 Develop action list and/or meeting minutes 29 Send out action list/minutes	05/17/13 1 05/17/13 1	Mutual Nondisclosure Agree	ement (MNDA)								
30 Receive comments/additions to action list/minutes	05/17/13 1		Develop weighted evaluation criteria MWDBE Certification								
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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**, **Color**, 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

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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.