GANTT CHART: Case Study

Scenario

Here is a review of the Operations and Training plan:

- Your team will use the plan for ongoing maintenance of the Plant Pals service.
- It will take six months to fully implement all protocols, including setting up operational tools, putting delivery processes in place, and training employees.
- The project will begin before the Plant Pals launch and extend beyond it.

Your team for this stage of the project includes the following roles:

- A **Financial Analyst,** who tracks and calculates costs and revenue
- A **Fulfillment Director**, who sources materials, confirms fulfillment processes are correctly implemented, and ensures equipment is functional (with the help of the Quality Assurance Tester)
- An **Inventory Manager**, who maintains inventory and oversees software installation
- A **Human Resources Specialist**, who manages hiring and develops training protocols (with the help of the Training Manager)
- A **Training Manager**, who reports to the HR Specialist, runs the training program on the established protocols, and refines training processes
- A **Quality Assurance Tester**, who ensures product quality and determines safety protocols and best practices

There are three major milestones and associated tasks for the Operations and Training plan:

Milestone 1: Establish a plant delivery and logistics plan

- Source packaging materials. This task will take 10 business days (March 1st to March 12th).
- Hire delivery drivers. This process will also take ten business days (March 15th to March 26th).
- Calculate the delivery fees. This task will also take 10 business days (March 29th to April 9th).

Milestone 2: Select and install supply chain software and equipment

- Supervise vendor setup of inventory management and fulfillment software. This process will take three business days (April 12th to April 14th).
- Supervise vendor installation of the fulfillment equipment from April 15th to April 16th (two business days).
- Determine internal safety protocols for the equipment from April 19th to April 30th (10 business days).

Milestone 3: Develop and launch an employee training program

- Develop training sessions. This task will take 10 business days (May 3rd to May 14th).
- Train employees to use the software and equipment. The training sessions will take place over 10 business days (May 17th to May 28th).
- Monitor employee progress and improve training processes. This process will last for 10 business days (May 31st to June 11th).

Your goal is to put all of this information into a Gantt chart, so your team can tell who owns what tasks, when each task is due, and how long the overall project will take.

TASK ID NUMBER	MILESTONES & TASKS	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
1	**Establish a plant delivery and logistics plan**					
1.1.	Source packaging materials	Fulfillment Director	3/01	3/12	10	0%
1.2.	Hire delivery drivers	Human Resources Specialist	3/15	3/26	10	0%
1.3	Calculate the delivery fees	Financial Analyst	3/29	4/09	10	0%
2	**Select and install supply chain software and equipment**					
2.1.	Supervise vendor setup of inventory management and fulfillment software	Inventory Manager	4/12	4/14	3	0%
2.2.	Supervise vendor installation of the fulfillment equipment	Fulfillment Director	4/15	4/16	2	0%
2.3.	Determine internal safety protocols for the equipment	Quality Assurance Tester	4/19	4/30	10	0%
3	**Develop and launch an employee training program**					
3.1.	Develop training sessions	Human Resources Specialist	5/3	5/14	10	0%
3.2.	Train employees to use the software and equipment	Training Manager	5/17	5/28	10	0%
3.3.	Monitor employee progress and improve training processes	Training Manager	5/31	6/11	10	0%

Phase One: Week 1 – Week 6 (March – April)
Phase Two: Week 7 – Week 9
Phase Three: Week 10 – Week 15 (May – June)