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| **SIMPLE GANTT CHART TEMPLATE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Customer Management System (Training Schedule)** | | | | | | | | | | | | | | | | | | |  | | **3/5/2019** | | | | |  | **1/28/2021** | | | |  | | **11/1/2020** | | | |
| PROJECT NAME | | | | | | | | | | | | | | | | | | |  | | START DATE | | | | |  | END DATE | | | |  | | LAST UPDATE DATE | | | |
| Task  ID | Task Name | Start Date | End Date | % Completed | 8/22/2020 | 8/29/2020 | 9/5/2020 | 9/12/2020 | 9/19/2020 | 9/26/2020 | 10/3/2020 | 10/10/2020 | 10/17/2020 | 10/24/2020 | 10/31/2020 | 11/7/2020 | 11/14/2020 | 11/21/2020 | | 11/28/2020 | | | | 12/5/2020 | 12/12/2020 | 12/19/2020 | | 12/26/2020 | 1/2/2021 | 1/9/2021 | | 1/16/2021 | | 1/23/2021 | 1/30/2021 | 2/6/2021 | |
| 11 | Training | 10/24/2020 | 12/12/2020 | 25% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11a | Training Facilities | 10/24/2020 | 12/12/2020 | 25% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11b | Training Material | 10/1/2020 | 10/31/2020 | 100% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11c | Identify Trainers | 8/29/2020 | 9/12/2020 | 100% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11d | Prepare Trainers | 9/19/2020 | 10/17/2020 | 100% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11e | Training Schedule | 9/19/2020 | 11/21/2020 | 70% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11f | Identify Participants | 9/26/2020 | 11/28/2020 | 60% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11g | Send Invitations | 10/18/2020 | 12/5/2020 | 20% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11h | Confirm Attendance | 10/26/2020 | 12/12/2020 | 10% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11i | Distribute Materials | 11/7/2020 | 12/19/2020 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11j | Training Sessions | 11/14/2020 | 12/26/2020 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11k | Training Certificate | 11/21/2020 | 1/2/2021 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
| 11l | Evaluate Trainings | 11/28/2020 | 01/09/2021 | 0% |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | | | |  |  |  | |  |  |  | |  | |  |  |  | |
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| **Remarks:** | | | | | | | | | | | | | | | | | | | | | |  | **Approved By** | | | | | | | | | | | | | |
| Training facilities shall be provided by the client.  List of participants will be coursed to the client Training Coordinator.  Meals and snacks are to be provided by the client. | | | | | | | | | | | | | | | | | | | | | |  |  | | | | | | | |  | | Mm/dd/yyyy | | | |
|  | PROJECT MANAGER | | | | | | | |  | | DATE | | | |