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| See the source image | **WEEKLY GANTT CHART TEMPLATE** |
| **Improve School Attendance Project** |  | **John Smith (Principal)** |  | **5/3/2020** |  | **8/16/2020** |
| PROJECT NAME |  | OWNER |  | START DATE |  | END DATE |

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| Project Description |  | **Task ID** | **Task Name** | **Start Week** | **End Week** | **WK01** | **WK02** | **WK03** | **WK04** | **WK05** | **WK06** | **WK07** | **WK08** | **WK09** | **WK10** | **WK11** | **WK12** | **WK13** | **WK14** | **WK15** | **WK16** | **WK17** |
| This project was initiated to improve the attendance of students at all level from 80% to 95% within a one-month period. |  |
|  | 01 | Objective Setting | WK02 | WK08 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 01.01 | Define Objectives | WK02 | WK04 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 01.02 | Approve Objectives | WK05 | WK05 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 01.03 | Disseminate Objectives | WK06 | WK08 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 02 | Monitoring / Reporting | WK09 | WK12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 02.01 | 1st Week | WK09 | WK09 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 02.02 | 2nd Week | WK10 | WK10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 02.03 | 3rd Week | WK11 | WK11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 02.04 | 4th Week | WK12 | WK12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 03 | Weekly Assessment | WK10 | WK13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Remarks** |  | 03.01 | 1st Week | WK10 | WK10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Weekly monitoring shall be done to check if the objectives are being achieved.Improvement on the action plans shall be enhance along the way. |  | 03.02 | 2nd Week | WK11 | WK11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 03.03 | 3rd Week | WK12 | WK12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 03.04 | 4th Week | WK13 | WK13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 04 | Final Assessment | WK14 | WK16 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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