**TTX05 Gantt Chart Template**

##

## **Introduction**

The Gantt chart is a [bar chart](https://en.wikipedia.org/wiki/Bar_chart) that illustrates the exercise [project schedule](https://en.wikipedia.org/wiki/Schedule_%28project_management%29).

It illustrates the start and finish dates of the different activities for planning, conducting, evaluating and following up the exercise.

‘Work plans’ and ‘timelines’ are also used to illustrate the exercise project schedule. These are equivalents to the Gantt chart.

## **Template**

Title: Gantt chart for [**NAME**] tabletop exercise

[**COUNTRY**]

Tentative date of exercise: [**DD/MM/YYYY**]

|  |  |  |
| --- | --- | --- |
| ACTIVITY | TIMELINE IN WEEKS  | RESPONSIBLE |
| >**8** | **-7** | **-6** | **-5** | **-4** | **-3** | **-2** | **-1** | **SIM****DAY** | **DEBRIEF** | **+ 1** |
| PLANNING |
| 1. Scoping mission (if required)
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Concept note
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Exercise management team
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Identify the participants
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Invite participants
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Evaluation & debrief strategy
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Admin & logistics
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8.  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9.  |  |  |  |  |  |  |  |  |  |  |  |  |
| DEVELOPMENT |
| 1. Context research
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Problem statements, scenario and injects
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Evaluation & debrief materials |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Briefings  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Setup |
| 1. Exercise venue |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Brief the exercise management team |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| CONDUCTING |
| 1. Participant briefings
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Run the exercise
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Exercise debrief
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Gap analysis & action planning
 |  |  |  |  |  |  |  |  |  |  |  |  |
| RESULTS AND FOLLOW UP |
| 1. Debrief the exercise management team
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Initial report to senior management |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Exercise report  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Close project admin |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |