**FX05 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**] field/full-scale 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. Master scenario development
 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. Inject matrix |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. Inject writing |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Evaluation & debrief materials |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. Handbooks & briefings |  |  |  |  |  |  |  |  |  |  |  |  |
| Setup |
| 1. Exercise venue  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. Control room setup |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. 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 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |