Use the "90 day planning template with Gantt chart" to manage the progress of your three-month project, plan and track task deadlines.

The table header contains several fields with the characteristics of your project that you need to fill in.

PROJECT TITLE:	
PROJECT MANAGER:	
COMPANY NAME:	
DATE:	12/27/21
START DATE:	06/01/21
END DATE:	08/29/21

These are the fields:

- **"PROJECT TITLE"** Enter the name of your marketing project/ program/ initiative in this cell.

- **"PROJECT MANAGER"** Enter in this cell the name of the project manager who is responsible for the final result.

- **"COMPANY NAME"** Enter in this cell the name of your organization (or name of the organization that performs the project activities (if different) or the name of the project owner.

- **"DATE"** In the box adjacent to this description, the current date is displayed.

- **"START DATE"** in the cell adjacent to this description, enter the start date of your project in the format mm/dd/yy.

- **"END DATE"** in the cell adjacent to this description, enter the end date of your project in the format mm/dd/yy.

PROJECT DATA				
No	**TASK**	**START DATE**	**DURATION**	**COMPLETION DATE**

Below are the project data table and the Gantt chart itself. The project data table contains the following columns:

- In the **"No"** column, you should enter the serial number of your task.

- In the **"TASK"** column, you should enter a description of the task to be performed.

- In the **"START DATE"** column, you should enter the start date for each task.

- In the **"DURATION"** cell, it is necessary to enter the numerical value of the planned duration to complete each of the tasks.

- In the **"COMPLETION DATE"** column, the value is calculated automatically as the sum of the start date and duration, but you can manually enter the end date you want.

The Gantt chart is located on the right side of the template. The working space has 90 columns (days) calculated automatically based on the "START DATE" entered value. These columns are combined into blocks of 10 columns (days). The day numbers are labeled in the merged cells above the date cells.

GANTT CHART		
1-10 days	11-20 days	21-30 days
06.01.21 06.02.21 06.03.21 06.04.21 06.05.21 06.06.21 06.07.21 06.08.21 06.09.21 06.10.21	06.11.21 06.12.21 06.13.21 06.14.21 06.15.21 06.16.21 06.17.21 06.18.21 06.19.21 06.20.21	06.21.21 06.22.21 06.23.21 06.24.21 06.25.21 06.26.21 06.27.21 06.28.21 06.29.21 06.30.21

The Gantt chart is built automatically based on the entered **"START DATE"**; the template is designed for projects up to 90 days. For example, it looks like below:

		PROJECT DATA				GANTT CHART	
						1-10 days	11-20 days
No	TASK	START DATE	DURATION	COMPLETION DATE		06.01.21 06.02.21 06.03.21 06.04.21 06.05.21 06.06.21 06.07.21 06.08.21 06.09.21 06.10.21	06.11.21 06.12.21 06.13.21 06.14.21 06.15.21 06.16.21 06.17.21 06.18.21 06.19.21 06.20.21
1	Activity 1	01.06.21	10	11.06.21			
2	Activity 2	04.06.21	11	15.06.21			
3	Activity 3	13.06.21	12	25.06.21			
4	Activity 4	10.06.21	13	23.06.21			
5	Activity 5	25.06.21	10	05.07.21			
6	Activity 6	20.06.21	11	01.07.21			
7	Activity 7	15.06.21	12	27.06.21			

You can customize it to suit the needs and specifics of your project by deleting or adding the required number of rows.

If you need more activities, add the required number of rows. To do this, select the non-last row and select the function "**Insert 1 row above**". When you add the required number of rows, select the filled rows in the same way and insert them into the prepared field to save the necessary formulas and formatting.

✂ Cut		Ctrl+X
❐ Copy		Ctrl+C
❐ Paste		Ctrl+V
❐ Paste special		▶
+ Insert 1 row above		
+ Insert 1 row below		
🗑 Delete row		
✕ Clear row		
👁 Hide row		
▱ Resize row		
▱ Conditional formatting		
☰ Data validation		
⋮ View more row actions		▶