

Project Gantt View

In the Project Gantt view, you can view the projects in the left and the corresponding bars on the right that show the actual project schedule.



- 1. Navigate to the left panel and click **Projects**.
- 2. Select *Gantt* from the view selection drop-down in the upper-right corner.
- 3. Scroll through the left panel to view your projects.
- 4. Click Full Screen to expand the *Gantt, set Baseline, view Legends, Export to PDF,* and *Print* option in the right panel.
- 5. Use the Show Options drop-down to select additional details, such as *Dates*, *Owner*, *Title*, *and Overdue tasks* and **view them on the Gantt chart**.

View the Gantt chart displaying all your projects and their timeline.

- View project timeline, task timeline (earliest starting and latest ending task), overdue task schedule, <u>baseline</u> (only in **Enterprise** plan), and % completion of the project.
- Click on the project or the timeline to open the projects dashboard.
- Sort the Project timeline Gantt by project creation date, project start date, or project end date.

- Only projects with start and end dates will be shown on the Gantt chart.
- You can use the filters to view projects matching specific criteria.

Add Project

- 1. Navigate to the left panel and click **Projects.**
- 2. Select Gantt from the view selection drop-down.
- 3. Click New Project in the upper right corner.
- 4. Enter a Project Title.
- 5. If desired, select a Template and an Owner, enter the Start and End Dates, and create a Project Overview.
- 6. Select a project from the drop-down and press enter.
- 7. Set the Group, Budget, Task Layout, and other criteria for your project.
- 8. Select a *Billing Method* (note that this option only appears when Zoho Projects is integrated with Zoho Invoice or Zoho Books, and it is not available in the free plan).
- 9. Customize the tabs for your project as necessary. You can control the visibility of the modules to others in the project with this option.
- 10. Click Add.

Edit Project

- 1. Navigate to the left panel and click **Projects**.
- 2. Select Gantt from the view selection drop-down.
- 3. Hover over the Project cell and click ••• or right-click on the grid.

4. Select *Edit Project* from the context menu and update the necessary fields.

♦ Projects	Projects													± C	ζ L	<mark>10</mark> (1	5 6	3)
ගි Home ම Feed	All Projects	•								ŧ	Gantt	• [/	Auton	nation	Ne	ew Pro	oject	V	
Discuss	ID PK-031	Project Name Retail Store work	11	v19 12	13 - 19 MA 13 14	Y, 2024 15	16 17	18	W20 19	20 · 26 MA 20 21	r, 2024 22	23 2	4 25	W21 27	M#				
🖾 Calendar	PR-628	Product Launch		-	-			_							Weel	ks 🗸	-	+	
Projects	PR-627	Sales Planning		-	-														
Overview 🕸 🗸	PR-626	Product Launch		-			-	-				-				-	-		
🖻 Tasks	PR-625	Donnelly Constructions						_											Ŀ
ഥ Issues .의 Phases	PR-623	Product Launch	එ Acces	s Project	t		_								_	_	_		0
Ö Timesheets	PR-622	Construction	☑ Acces	s Project	t in Nev	v Tab	_	_			_					_	-	_	
🗈 Expenses	PR-621	Marketing campaign	2 Open 团 Open	Details Details ir	n New	Гар													-
Recent Projects 🛛 📚 Q 🔁 PR-139 Donnelly Apartmer	PR-620	Donnelly Constructions	Ø Copy	Link			_	_								-			
Construction template	PR-611	Website Development 2024	🖉 Edit Pr	oject			1												
🖻 PR-224 Zylker Inc Analyst E	PR-610	Security Audit for Zylker Techno	🖾 Email	Alias			-												
PR-18 Speed Optimisation	PR-608	Staff budget	Move	Move to Archive															
🖻 PR-641 Check Dam Design	PR-603	Manufacturing	🗊 Trash	Project															
PR-638 IT Support Project	PR-602	Construction	🛱 Create	e Templa	te														
PR-146 ZylSoft Mobile App PR-610 Security Audit for Z								Т	otal Co	ount: 1	56 2	5 Reco	ords F	er Page	•	« () 1-:	25 📀	»

Archive a Project

- 1. Navigate to the left panel and click **Projects**.
- 2. Select *Gantt* from the view selection drop-down.
- 3. Hover over a project.
- 4. Click ••• or right-click on the grid and select the **Move to Archive** option.

V Projects	Projects																(±) (λ	<mark>4</mark> 4	Ö	ŝ	Ş) ==
ගි Home	All Projects	•										ŧ	Ga	ntt	-	Aut	oma	tion		Vew	Proje	ct	V	
E Feed	ID	Project Name	\$	-		W18	06-1	2 MAY,	2024	0	10	11	W19	13 -	19 MA	Y, 2024	16	17	10	N20	20-26	MAY, 20	024	. 9
C -	DD 6/1	Check Dam Decian		3	4	5	0	'	0	9	10		12	13	14	15	16	17	10	19	20 2	21 2	2 23	
® Reports	FR-041	Check Dam Design																	We	eks	~	-	+	
🔟 Calendar	PR-640	IT Support Project					-	_		-	_		-							_	-	_	-	
Projects	PR-639	Production Facility Soft Launch												í	Ĵ.	Acce	ss Pro	oject						
Overview 🚳 🗸	DD 629	IT Support Broject												(3	Acce	ss Pro	oject	in Ne	<i>w</i> Tab	,			
ී Tasks	FR-030	II Support Floject												4	53	Oper	Deta	ails			- 17			년
	PR-634	IT Support Project		-			-	_		-	-		-	(3	Oper	Deta	ails in	New	Tab	-	-		-
.្ព Phases	PR-631	Retail Store Work	_										🗖 🖉 Copy Link											
Ö Timesheets	DD 629	Product Lounch	<											-	A	Edit E	reier				_			
🔝 Expenses	F K=020	Floddet Ladiren														EuitP	Tojec				- 1			
Recent Projects 🛛 📚 🔍	PR-627	Sales Planning		-			-	_	_						3	Emai	Alias	5			_	-		•
🖻 PR-139 Donnelly Apartmer	PR-626	Product Launch		_			_						_	(1	Move	to A	rchive	e					
Construction template	PR-625	Donnelly Constructions													0	Trash	Proje	ect						
🖻 PR-224 Zylker Inc Analyst E		,												f	÷,	Creat	e Ter	nplat	e					
PR-18 Speed Optimisation	PR-623	Product Launch												_							_			
🖻 PR-641 Check Dam Design	PR-622	Construction		-			_	_		_	_		_		-	-		-		_	_	_	_	-
🖻 PR-638 IT Support Project	PR-621	Marketing campaign		4																				_
🖻 PR-146 ZylSoft Mobile App	PR-620	Donnelly Constructions																			_			
PR-610 Security Audit for 2										Tot	al Co	ount	156	2	5 Re	cord	s Per	Pag	e 🗸	«	\odot	1-25	5 🕥	»

Trash a Project

- 1. Navigate to the left panel and click **Projects**.
- 2. Select *Gantt* from the view selection drop-down.
- 3. Hover over a project.
- 4. Click ••• or right-click on the grid, and select **Trash Project**.
- 5. Confirm your action.

Create Template

- 1. Navigate to the left panel and click **Projects**.
- 2. Select *Gantt* from the view selection drop-down.
- 3. Hover over a project.
- 4. Click ••• or right-click on the grid and select **Create Template**.
- 5. Enter *Project Template Name* and select the project that you want to use as a template in the Choose from Projects drop-down.
- 6. Check the Add closed tasks as open tasks in the project template option if required. Closed tasks in the selected projects will be added as open tasks in the template.
- 7. Type your Project Overview.
- 8. Click Add Project Template to create your new project template.

			Add Project Template Standard Layout V	0
			Project Template Name *	
			Construction	
#		023 ↓ 21 28 1	Add template to Zoho Sprints Learn more	
		4	Choose from Projects	
			Office Renovation	`
			B I U ↔ Puvi v 13 v A M E v E v @ v × ↔	:)
		G	This is a template for all the construction projects.	
	4 Airframe Design	- < 		
		4		
		4		
		4	Task Layout 🚯	
		_	Office Renovation Y	
	# #Airbus Project 2.0	4	Tags	
			construction	
			Add Project Template Cancel	

More Reads Back to help Creating a Project Project List View Project Dashboard

https://help.zoho.com/portal/en/kb/projects/projects/project-intro/articles/project-gantt-view