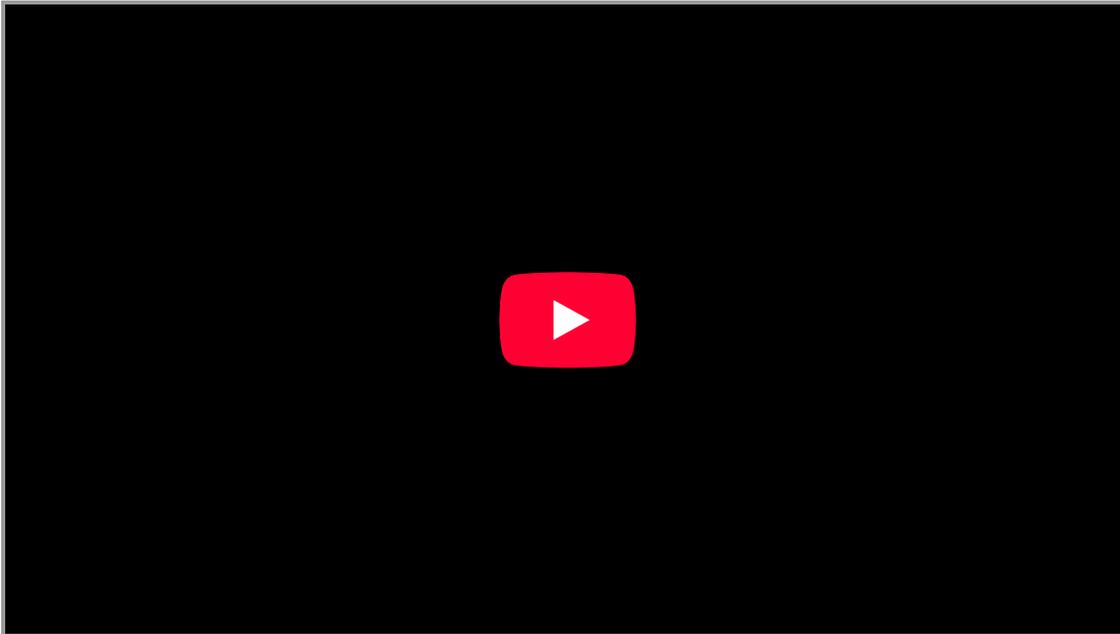




# Project Gantt View

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, [baseline](#) (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.

The screenshot shows the Zoho Projects interface in Gantt view. A context menu is open over the project 'PR-625 Donnelly Constructions'. The 'Edit Project' option is highlighted with a red box. The interface includes a sidebar with navigation options, a top navigation bar, and a Gantt chart grid with project bars.

ID	Project Name
PR-631	Retail Store Work
PR-628	Product Launch
PR-627	Sales Planning
PR-626	Product Launch
PR-625	Donnelly Constructions
PR-623	Product Launch
PR-622	Construction
PR-621	Marketing campaign
PR-620	Donnelly Constructions
PR-611	Website Development 2024
PR-610	Security Audit for Zylker Techno
PR-608	Staff budget
PR-603	Manufacturing
PR-602	Construction

## 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.

The screenshot shows the Zoho Projects interface in Gantt view. A context menu is open over the project 'PR-628 Product Launch'. The 'Move to Archive' option is highlighted with a red box. The interface includes a sidebar with navigation options, a top navigation bar, and a Gantt chart grid with project bars.

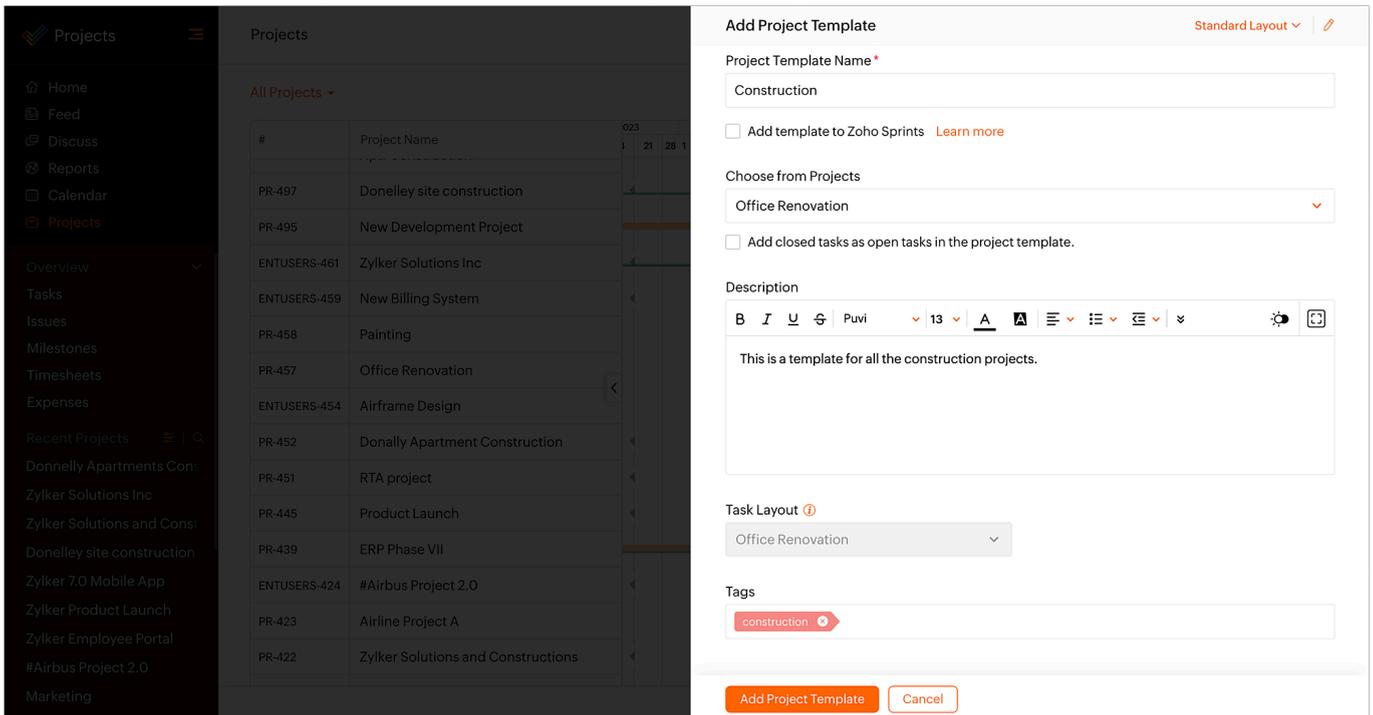
ID	Project Name
PR-641	Check Dam Design
PR-640	IT Support Project
PR-639	Production Facility Soft Launch
PR-638	IT Support Project
PR-634	IT Support Project
PR-631	Retail Store Work
PR-628	Product Launch
PR-627	Sales Planning
PR-626	Product Launch
PR-625	Donnelly Constructions
PR-623	Product Launch
PR-622	Construction
PR-621	Marketing campaign
PR-620	Donnelly Constructions

# 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.



## More Reads

[Back to help](#)

[Creating a Project](#)

[Project List View](#)

[Project Dashboard](#)

