

# Creating and Publishing a Gantt Chart with Tableau Public, Looker Studio, and Power BI

## 1. Introduction

This guide will teach you how to create a **Gantt Chart**—a visual tool for tracking tasks over time—using **Tableau Public**, **Looker Studio**, and **Power BI**. It is designed for beginners, so no prior experience is required. By following these steps carefully, you will be able to build your own Gantt chart and publish it online to share with colleagues or the public.

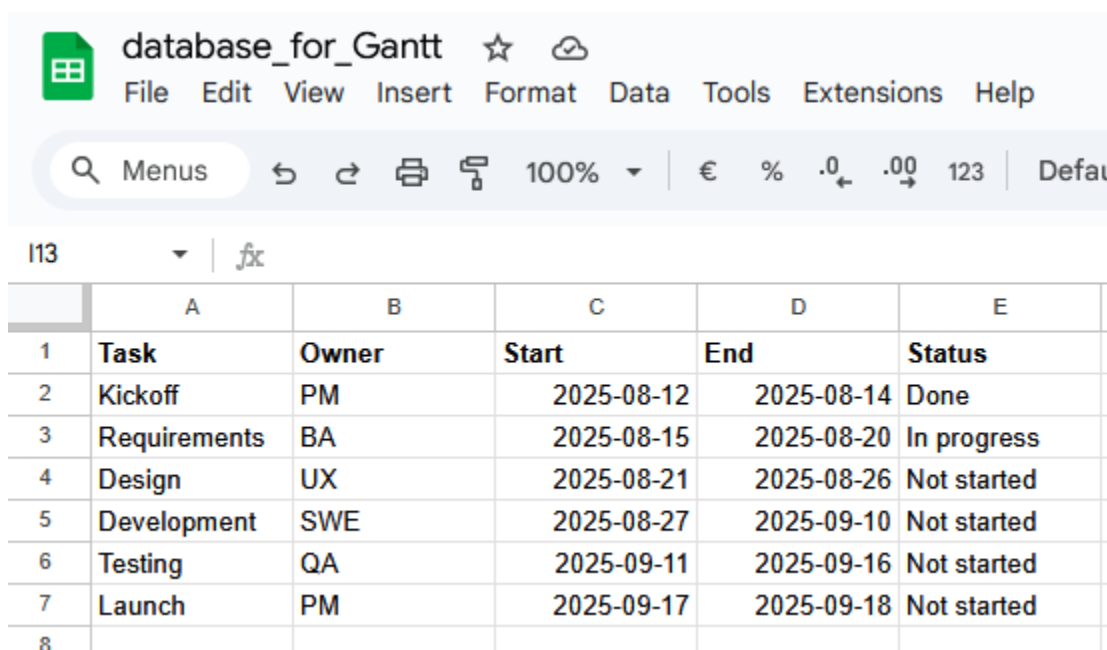
**Objective:** Enable any member of the AeroWorld team to build a Gantt chart from a Google Sheets/CSV file and publish it online, in a reproducible manner and in compliance with internal standards.

**Target Audience:** Analysts and project managers at a beginner or intermediate level with these tools.

## 2. Preparing Your Data

Before we start, make sure you have the dataset ready.

- The file is available via the link in the tutorial video description or here: [https://docs.google.com/spreadsheets/d/1QRSahuuLkxse7veTrY\\_dWVuMjDSf9NsfSQUahhXPS/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1QRSahuuLkxse7veTrY_dWVuMjDSf9NsfSQUahhXPS/edit?usp=sharing)
- **Important:** Download it and upload it to your **own Google Drive** before connecting it to any tool.
- The dataset contains:
  - Task names
  - Start and end dates
  - Status of each task



	A	B	C	D	E
1	<b>Task</b>	<b>Owner</b>	<b>Start</b>	<b>End</b>	<b>Status</b>
2	Kickoff	PM	2025-08-12	2025-08-14	Done
3	Requirements	BA	2025-08-15	2025-08-20	In progress
4	Design	UX	2025-08-21	2025-08-26	Not started
5	Development	SWE	2025-08-27	2025-09-10	Not started
6	Testing	QA	2025-09-11	2025-09-16	Not started
7	Launch	PM	2025-09-17	2025-09-18	Not started
8					

## How to download a Public Google Sheets File and Uploading It to Your Own Google Drive

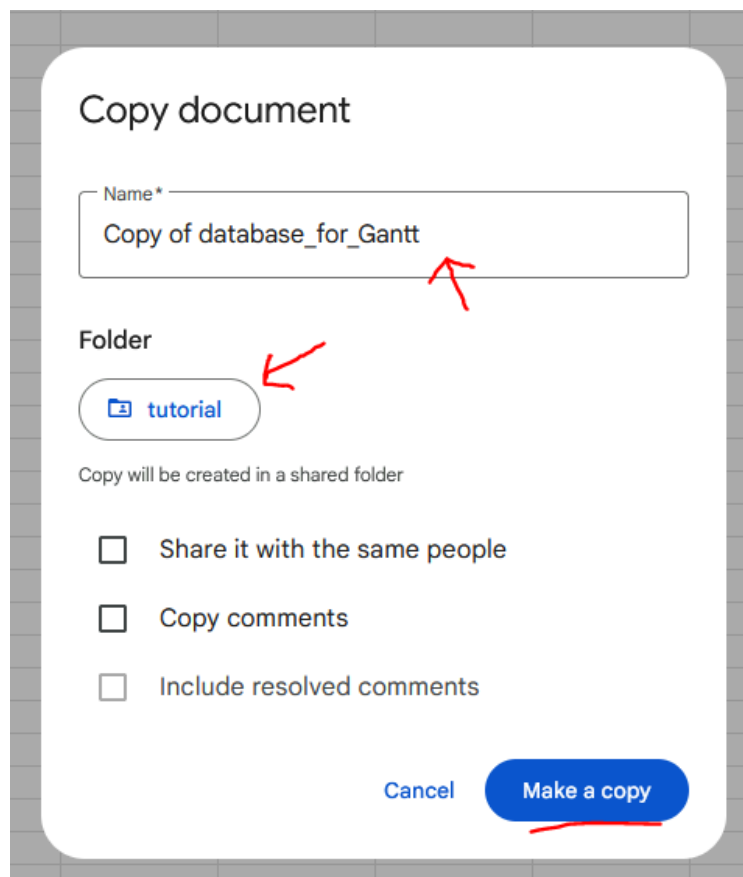
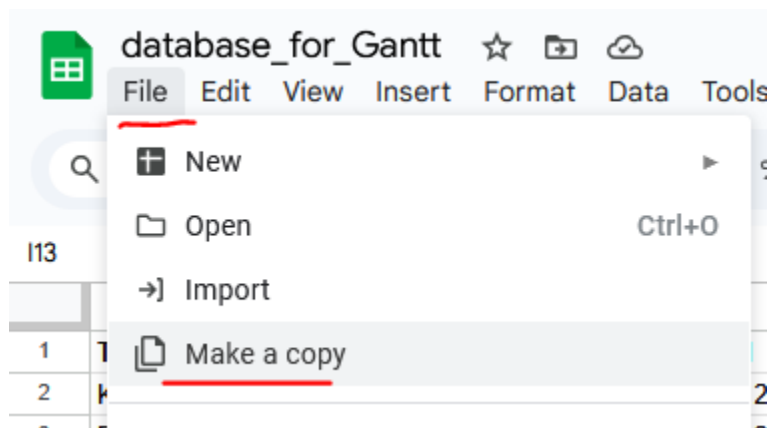
Before connecting your data to Tableau Public, Looker Studio, or Power BI, you need to make sure the file is **in your own Google Drive**. Here's exactly how to do it, step by step:

### Step 1 – Open the Public Google Sheets File

- Click on the link provided in the tutorial video description or here: [https://docs.google.com/spreadsheets/d/1QRSahuuLkxse7veTrY\\_dWVuMjDSf9NsfSQUahhXPS/E/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1QRSahuuLkxse7veTrY_dWVuMjDSf9NsfSQUahhXPS/E/edit?usp=sharing)
- The file will open in your browser in Google Sheets **View Only** mode.

### Step 2 – Make a Copy to Your Own Drive

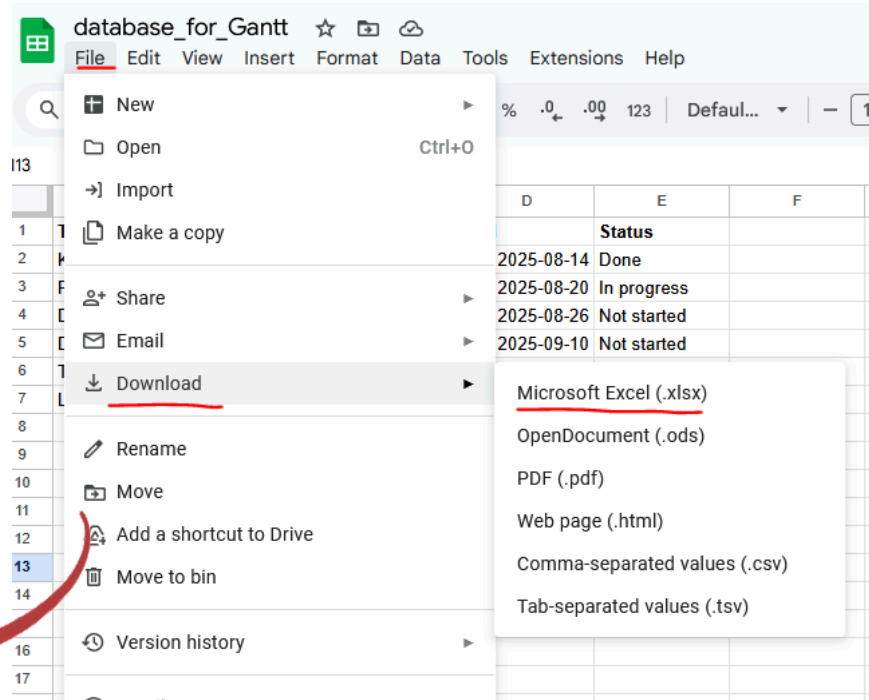
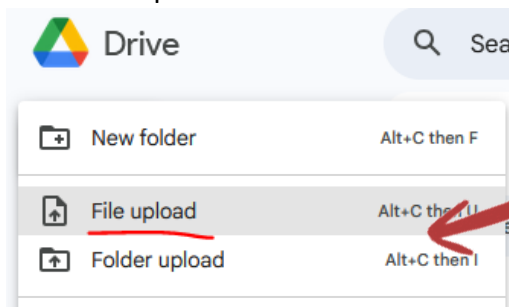
- In the menu at the top, click **File**.
- Select **Make a copy**
- A dialog box will appear. Choose a name for your copy (e.g., "Gantt Project Data").
- Under **Folder**, make sure "My Drive" is selected.
- Click **OK**.



### Alternative: Download and Upload

If you prefer, you can also download the file and then upload it to your Drive:

- In the Google Sheets menu, click **File** → **Download** → **Microsoft Excel (.xlsx)**.
- Save the file to your computer.
- Go to [drive.google.com](https://drive.google.com) and sign in to your Google account.
- Click **New** → **File upload** and select the file from your computer.



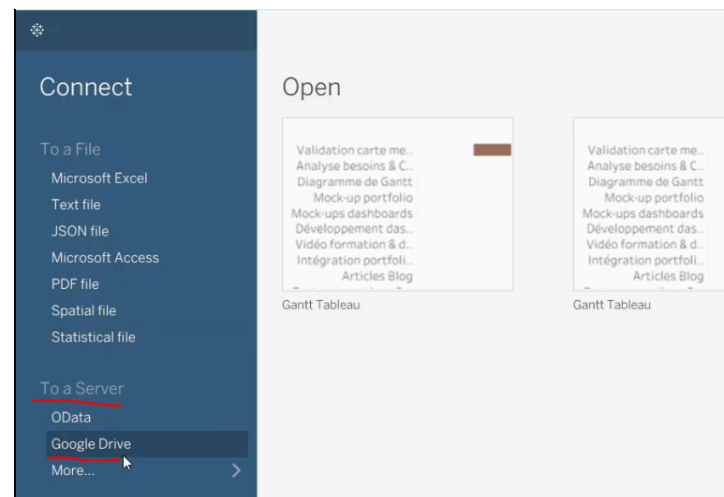
### Step 3 – Confirm the File Is in Your Drive

- Once uploaded or copied, the file will appear in **My Drive**.
- This is important because the tools we use (Tableau, Looker Studio, Power BI) will ask for permission to access files from **your own Google Drive**, not from someone else's public link.

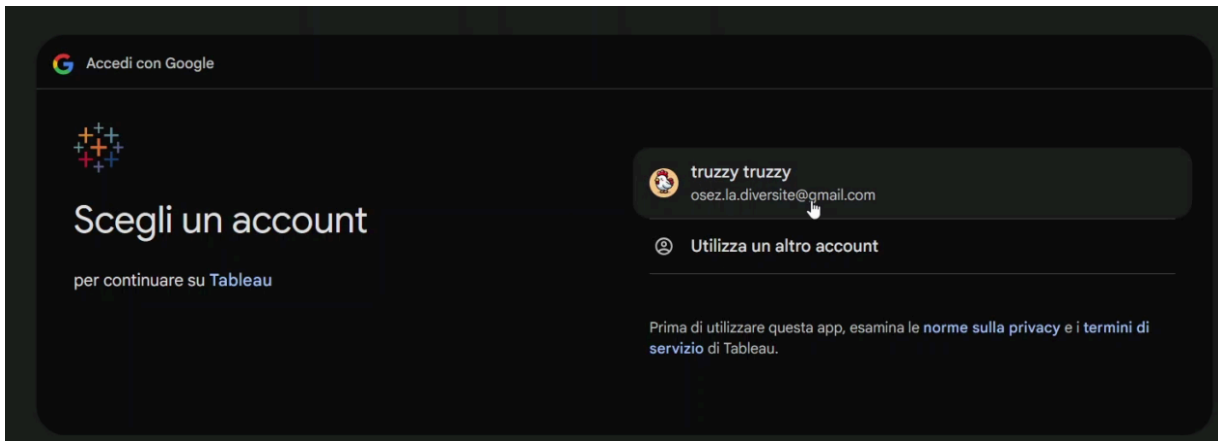
## 3. Creating the Gantt Chart in Tableau Public

### Step 1 – Open Tableau Public and Connect to Google Sheets

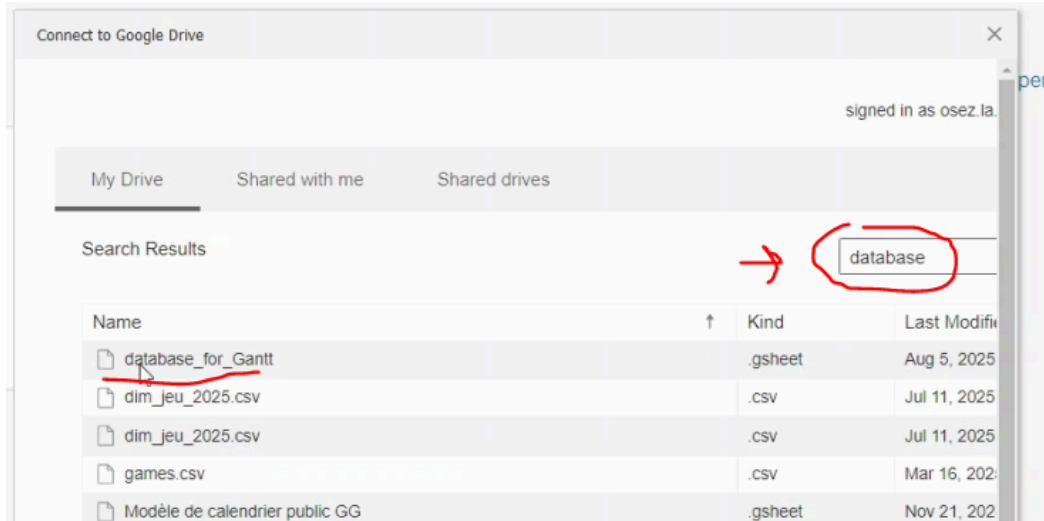
- Open **Tableau Public** (free version of Tableau).
- Go to **To a Server** → **Google Drive**.



- Allow Tableau to access your Google Drive (sign in if required).



- Use the search bar to find "database for gantt".



- Select the file and click **Connect**.

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## Step 2 – Check Data Types

- In the Data view, confirm that:
  - Dates are recognized as **Date**
  - Numbers are **Number**
  - Text fields are **Text**
- If necessary, change the data type.

Foglio1 5 fields 6 rows

Name	Task	Owner	Start	End	Status
Foglio1	Kickoff	PM	12/08/2025	14/08/2025	Done
	Requirements	BA	15/08/2025	20/08/2025	In progress
	Design	UX	21/08/2025	26/08/2025	Not started
	Development	SWE	27/08/2025	10/09/2025	Not started
	Testing	QA	11/09/2025	16/09/2025	Not started
	Launch	PM	17/09/2025	18/09/2025	Not started

Type	Field Name	Physical Table	Remote Field Name
Abc	Task	Foglio1	Task
Abc	Owner	Foglio1	Owner

### Step 3 – Create the Gantt Chart

- Click **Sheet 1** and rename it (e.g., “Gantt Chart”).
- Drag **Task** to Rows.
- Drag **Start Date** to Columns.

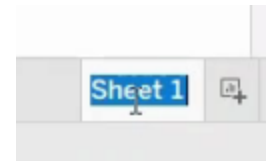


Tableau Public - Book1

File Data Worksheet Dashboard Story Analysis Map Format Server Window Help

Tableau Desktop Public Edition

Columns: YEAR(Start)

Rows: Task

Gantt - Tableau

Task	Start
Task	2025
Design	Abc
Development	Abc
Kickoff	Abc
Launch	Abc
Requirements	Abc
Testing	Abc

- Right-click the date and choose the right format (Day, Month, Year).

The screenshot shows the Tableau interface with a Gantt chart titled "Gantt - Tableau". The chart has two columns: "Task" and "Start". The "Start" column is currently set to "YEAR(Start)" and displays the year "2025" for all tasks. A context menu is open over the "2025" value, showing various date formatting options. The "Day" option is highlighted with a red arrow, and the "More" option is also highlighted with a red arrow. The "More" option is currently selected.

Task	Start
Design	2025
Development	2025
Kickoff	2025
Launch	2025
Requirements	2025
Testing	2025

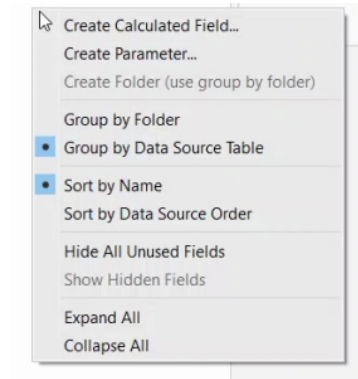
Context Menu Options:

- Filter...
- Show Filter
- Show Highlighter
- Sort...
- Format...
- Show Header
- Include in Tooltip
- Show Missing Values
- Find in Data pane
- Standard Gregorian
- ISO-8601 Week-Based
- Year *2015*
- Quarter *Q2*
- Month *May*
- Day *8*
- More ▶
- Year *2015*
- Quarter *Q2 2015*
- Month *May 2015*
- Week Number *Week 5, 2015*
- Day *May 8, 2015*
- More (highlighted)
- Exact Date
- Attribute
- Measure ▶
- Discrete
- Continuous

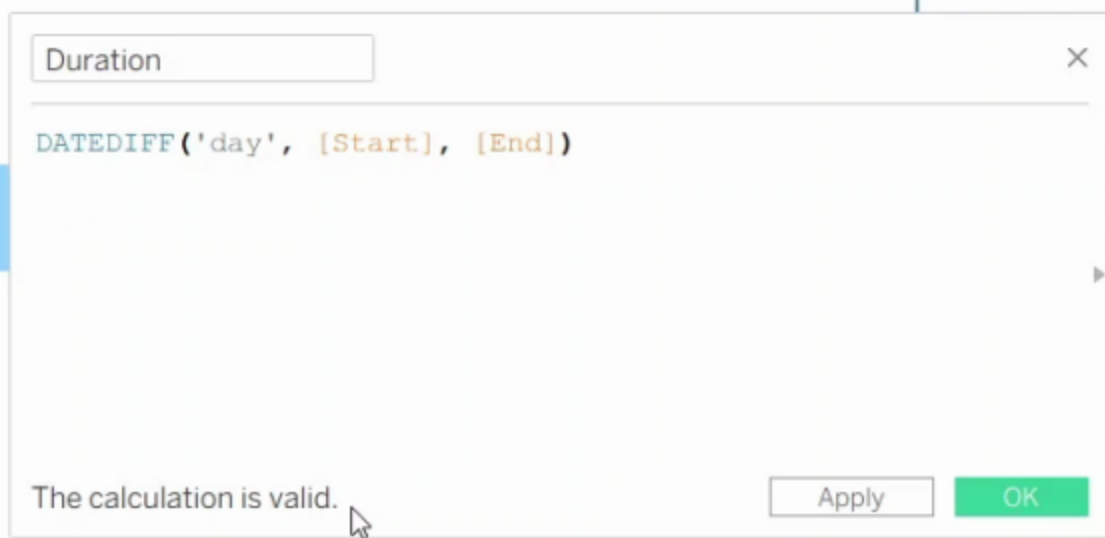
- Rename any unclear axis titles double-clicking on it.

#### Step 4 – Add the duration

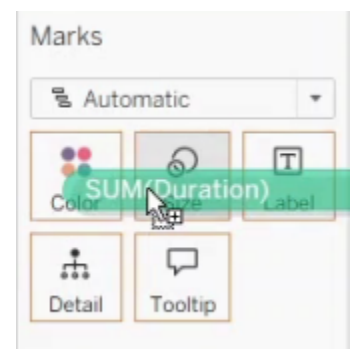
- Right-click in the Data pane → **Create Calculated Field**.
- Name it “Duration”.
- Enter:



*DATEDIFF('day', [Start], [End])*

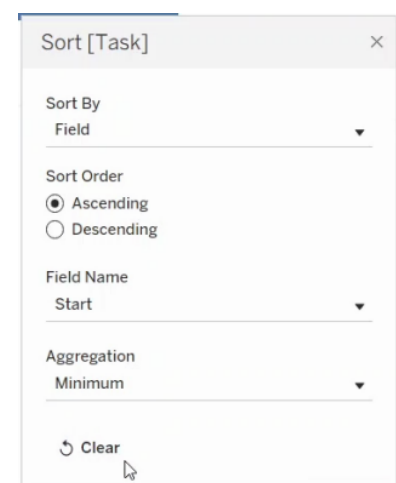


- Click OK.
- Drag **Duration** to **Size** in the Marks card.



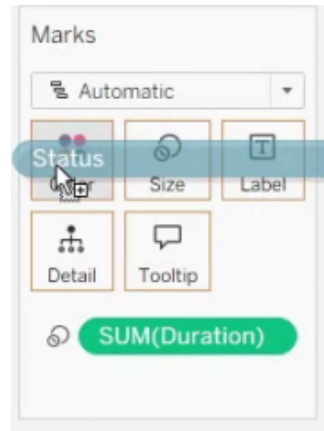
#### Step 5 – Sort Tasks by Start Date

- Right-click **Task** in Rows → **Sort**.
- Sort by **Field** → Field Name: **Start Date** → Aggregation: **Minimum**.
- Explicitly set the mark type to '**Gantt Bar**'.



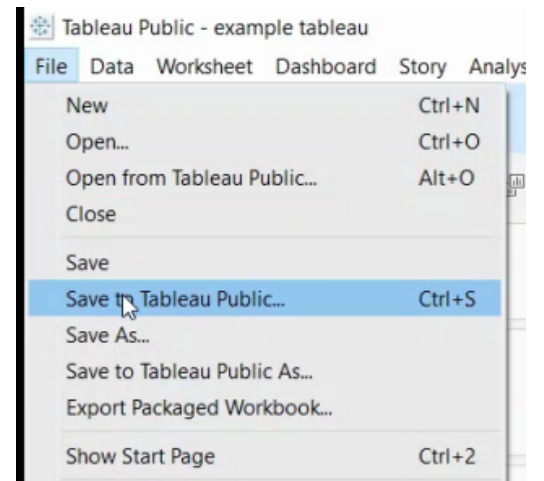
## Step 6 – Add Color by Status

- Drag **Status** to **Color** in the Marks card.

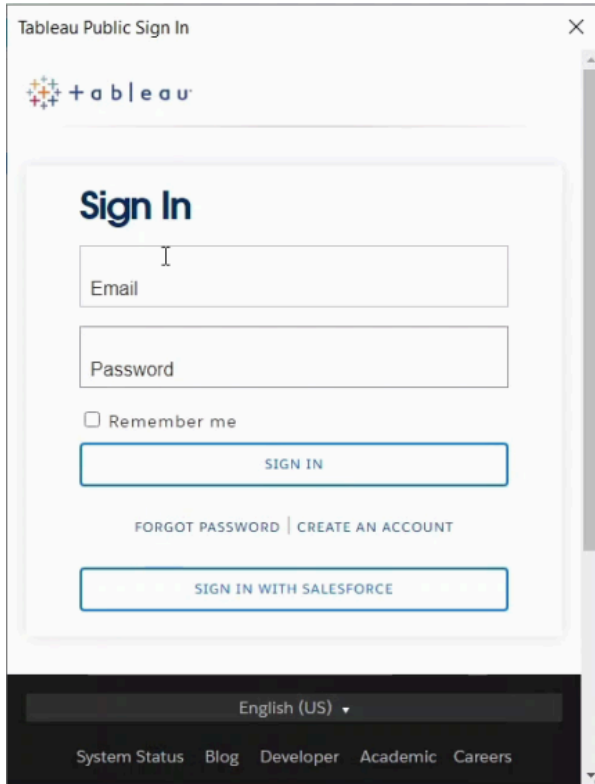


## Step 7 – Save and Publish

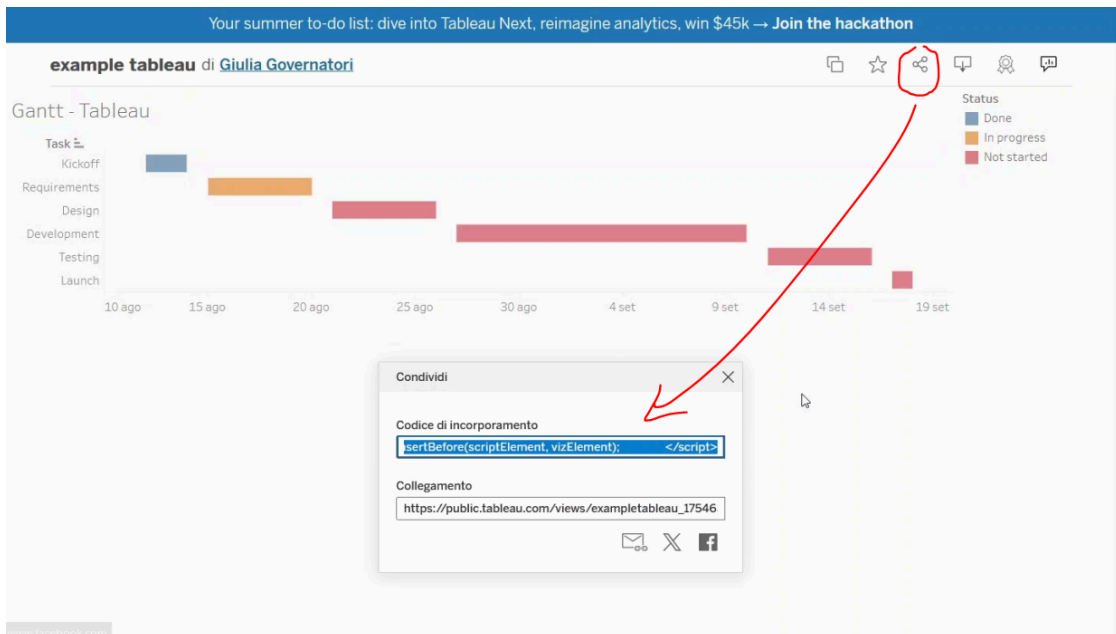
- Click **Save to Tableau Public**.



- Create or sign in to your Tableau Public account.



- Choose to share via direct link or embed code.

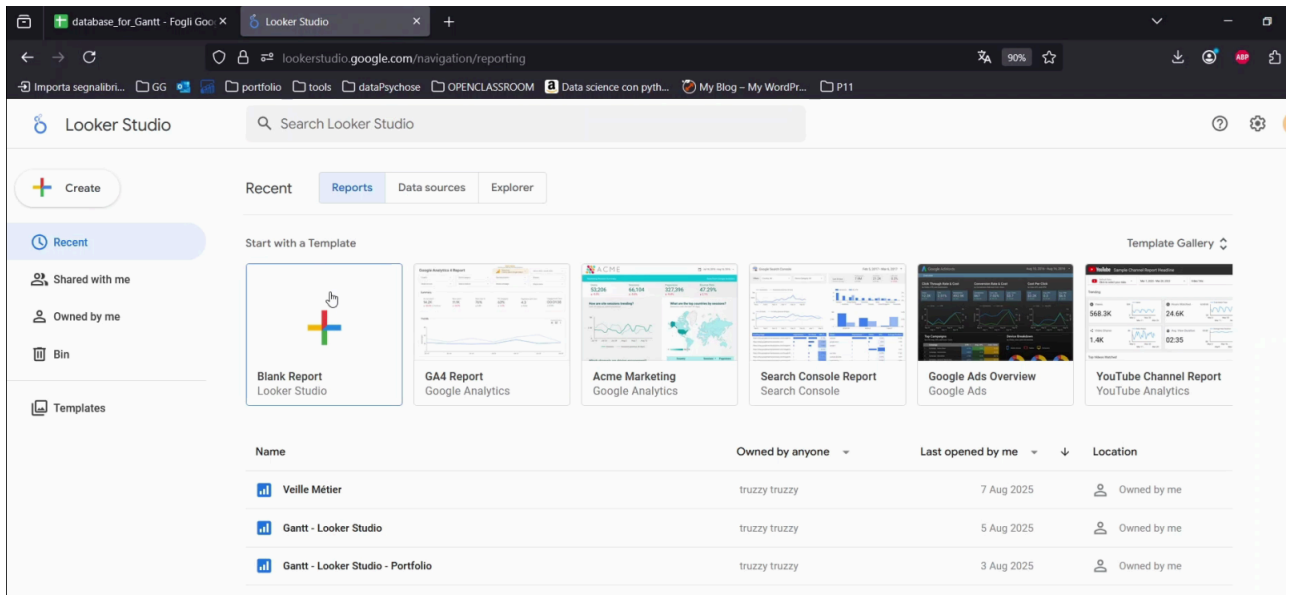


- You can hide the dashboard from your profile if not ready to share.

## 4. Creating the Gantt Chart in Looker Studio

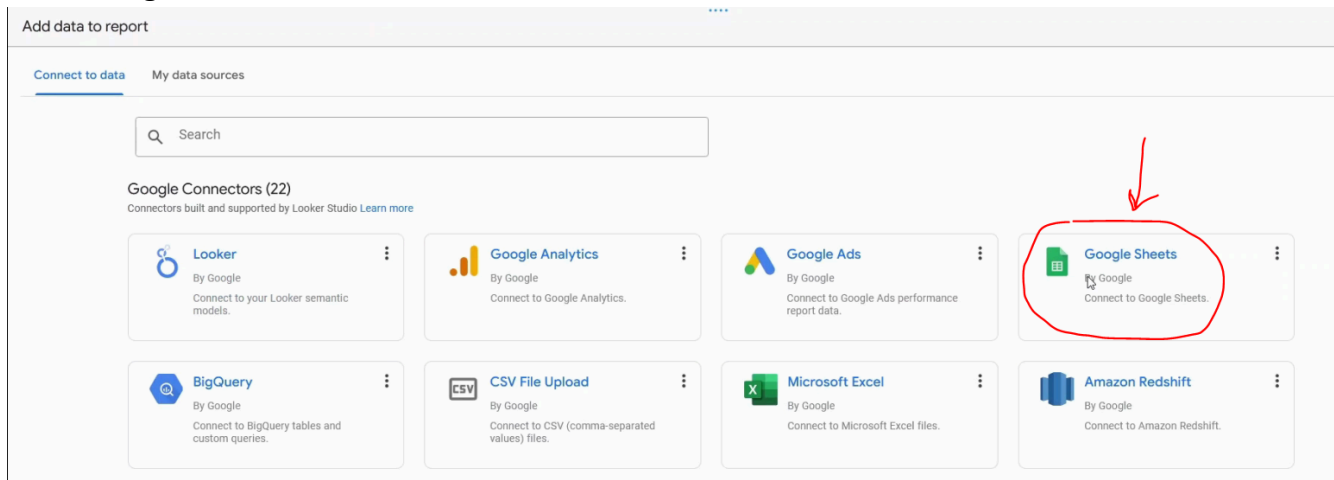
### Step 1 – Open Looker Studio

- Go to [lookerstudio.google.com](https://lookerstudio.google.com).
- Click **Blank Report**.

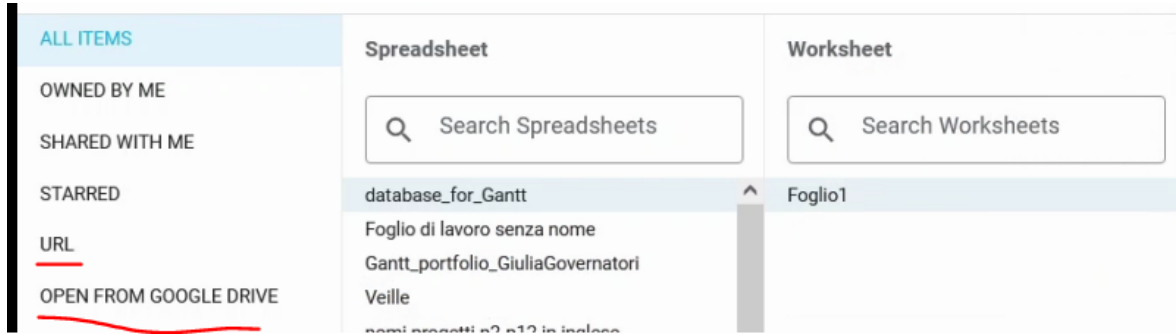


### Step 2 – Connect to Google Sheets

- Select **Google Sheets**.



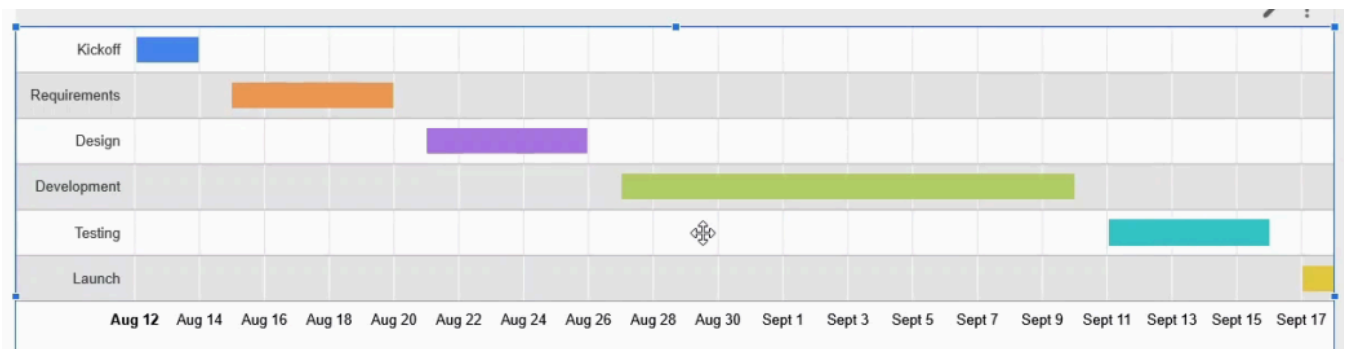
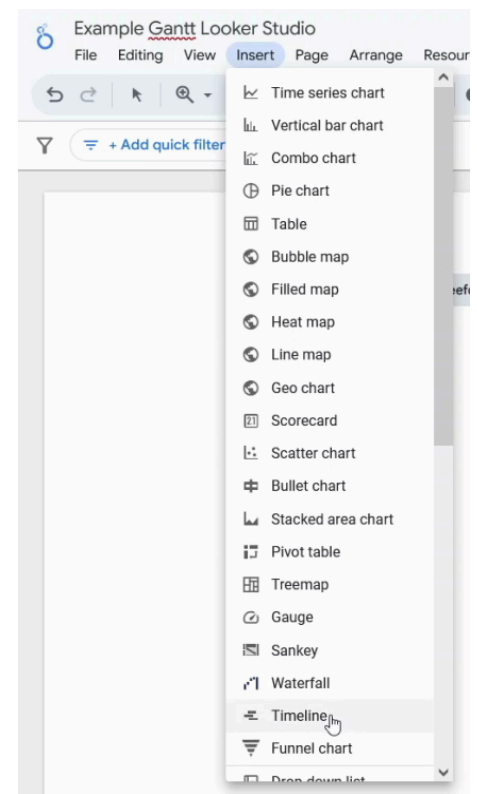
- Choose “URL” and then paste the file URL, or search for it in your Drive.



- Click **Add Report**.

### Step 3 – Insert a Timeline Chart

- Go to **Insert** → **Timeline**.
- Draw the chart area on the canvas.
- Looker Studio will automatically map Task and Date:  
(*Dimension=Task, Start=Start Date, End=End Date, “Sort by Start Date asc”*)



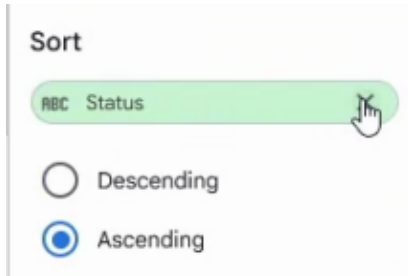
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#### Step 4 – Add Status

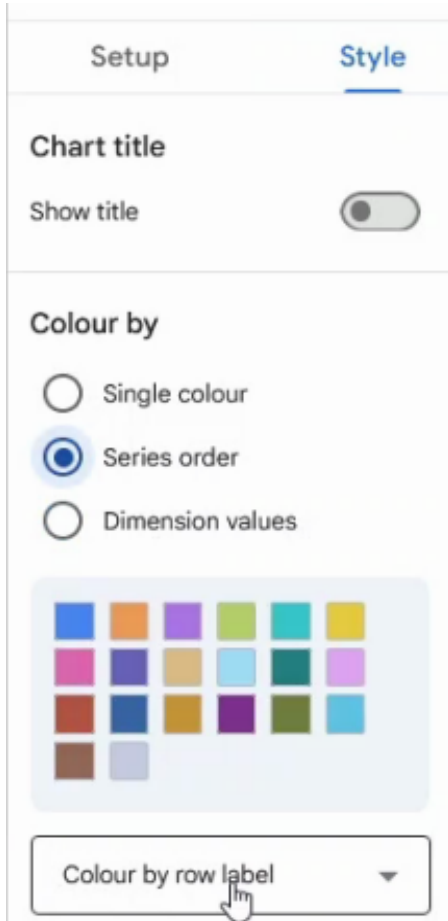
- Add **Status** to the Label field.



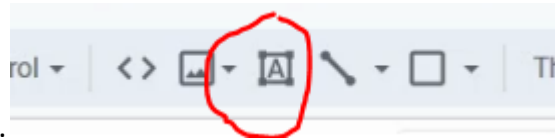
- If sorting changes, remove **Status** from the sort order to keep chronological order.



- To color bars by Status: Go to **Style** → **Color by Bar Label**.



## Step 5 – Add Title and Publish



- Insert a title for clarity.



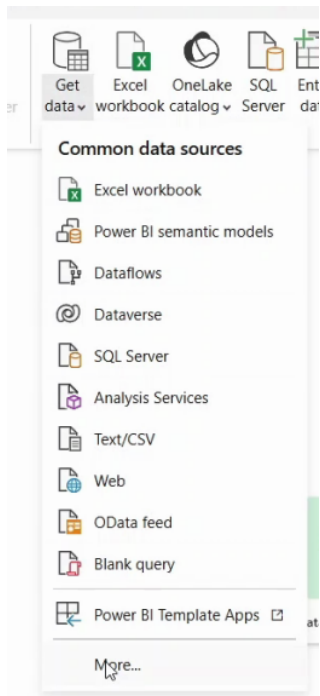
- Click **Share**.
- Choose **Get Link** or **Embed Code**.

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## 5. Creating the Gantt Chart in Power BI

### Step 1 – Open Power BI and Connect to Google Sheets

- Open Power BI Desktop.
- Go to **Get Data** → **More**.



- Search for “Google Sheets” and click **Connect**.

- Paste the file URL and sign in to Google if required.



## Step 2 – Prepare Data

- If headers are missing, go to **Transform Data** → **Use First Row as Headers**.

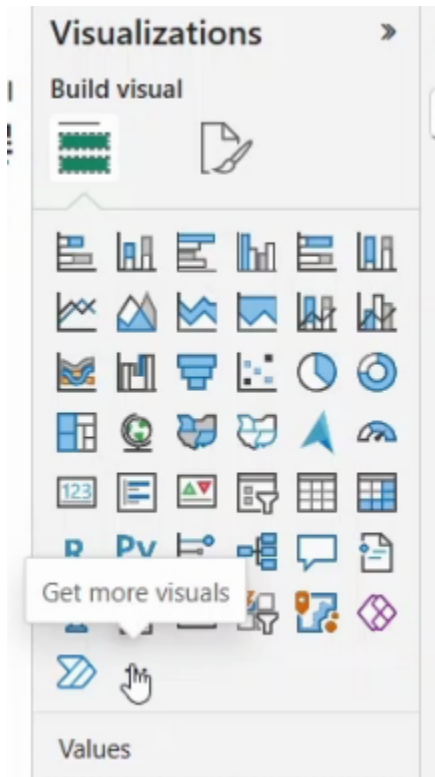


- Click **Close & Apply**.

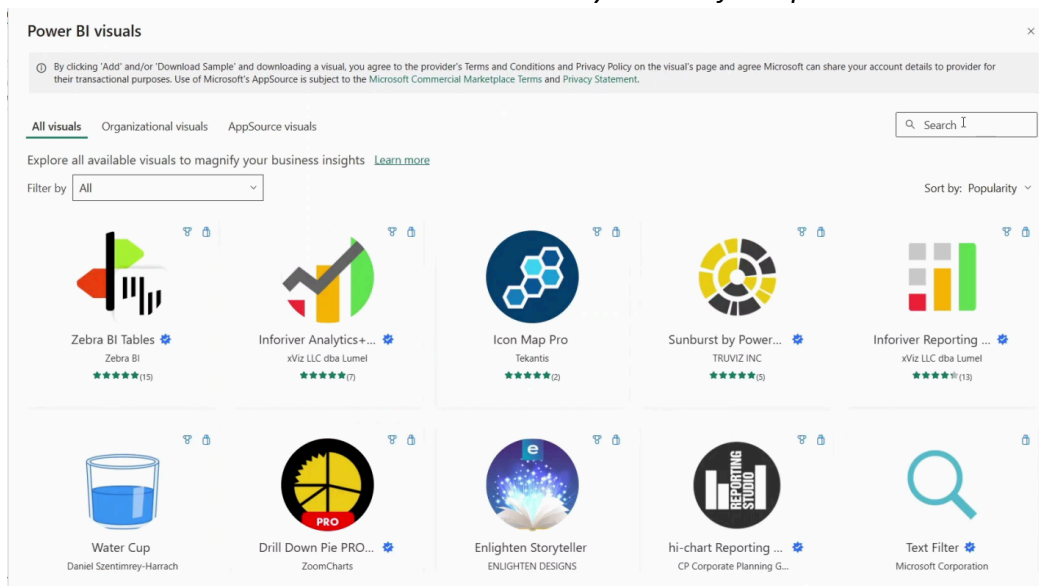
Column1	Column2	Column3	Column4	Column5	
1	Task	Owner	Start	End	Status
2	Kickoff	PM	12/08/2025	14/08/2025	Done
3	Requirements	BA	15/08/2025	20/08/2025	In progress
4	Design	UX	21/08/2025	26/08/2025	Not started
5	Development	SWE	27/08/2025	10/09/2025	Not started
6	Testing	QA	11/09/2025	16/09/2025	Not started
7	Launch	PM	17/09/2025	18/09/2025	Not started

### Step 3 – Install a Gantt Chart Visual

- In the Visualizations pane, click the three dots (...) → **Get More Visuals**.

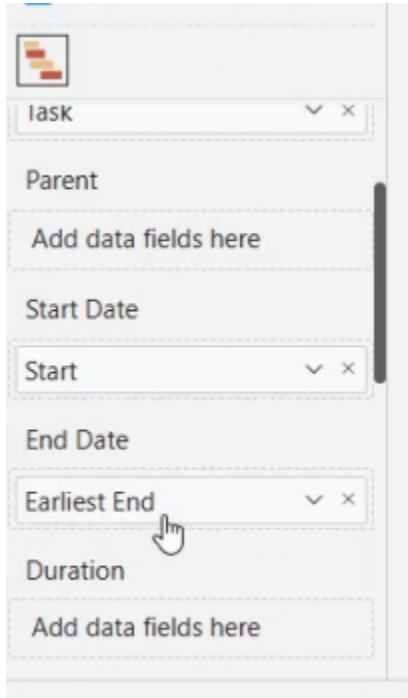


- Search “Gantt”.
- Choose a visual and click **Add**. I used “*Gantt by Microsoft Corporation*”.

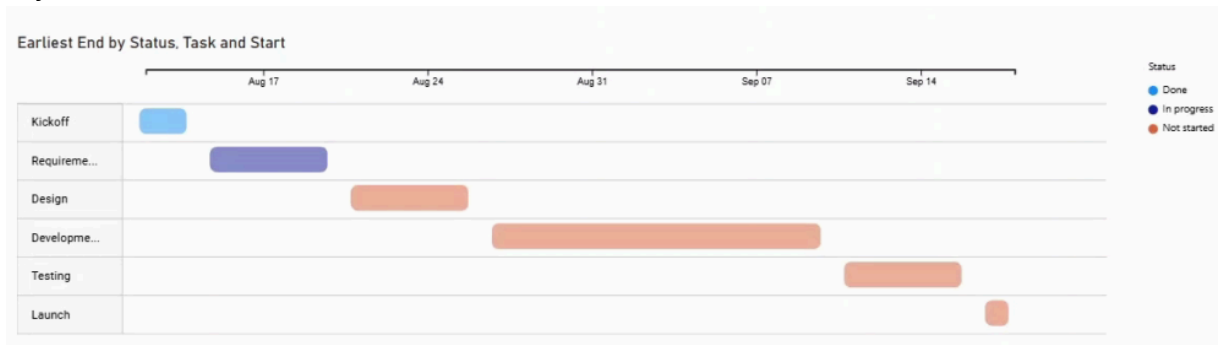


## Step 4 – Build the Gantt Chart

- Select the Gantt visual.
- Drag **Task**, **Start Date**, **End Date**, and **Status** into the correct fields.



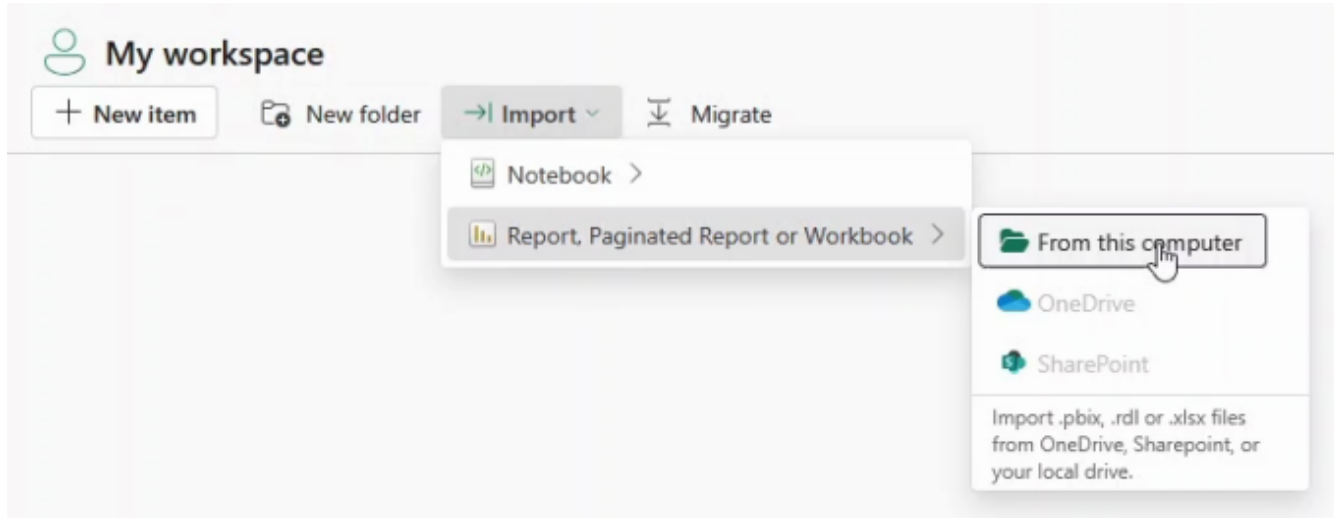
- Adjust colors and labels.



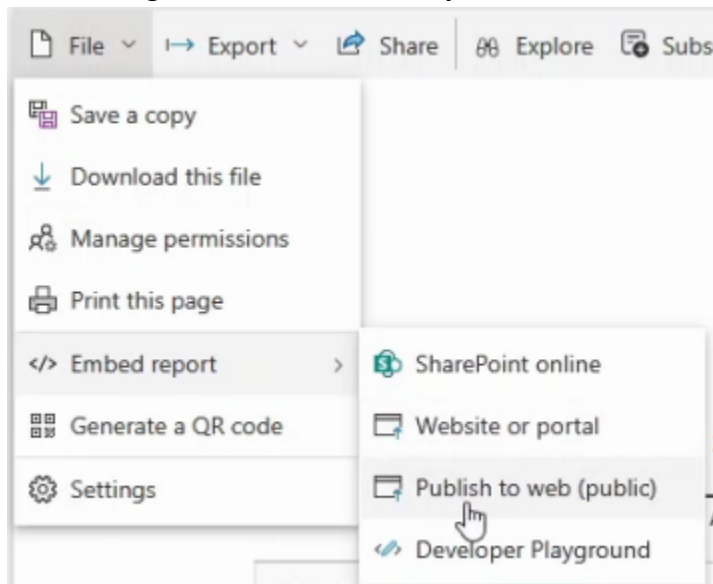
## Step 5 – Publish Online

- Save your report.
- Log in to your Power BI Service account (Attention: you need a *tenant* email for this!)

- Upload to Power BI Service (**Import** → **Report** → **From this computer**).



- If allowed, go to **File** → **Embed Report** → **Publish to Web**.



⚠ Be careful: if you share it like this, you could compromise data privacy.

⚠ Do not publish confidential or proprietary information, or an individual's personal data because any Internet user with access to the embed code for this report can fully access all the data in the semantic model anonymously. [Learn more](#)

- Share via link or embed code.

Success! Your report is ready to share

Link you can send in email

HTML to paste on a website

Size

Placeholder image

Default Page

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## **6. Conclusion and Tips**

- Always verify your data before creating charts.
  - Keep titles and colors clear for better readability.
  - Be careful when publishing—public dashboards are visible to everyone.
  - Practice will help you get faster and more confident.
-