# Example Safety Climate Tool survey schedule

How to change start date on Gantt chart

The example has a start date of 4 January 2019 but you can change this to fit your own schedule. The Gantt chart may need updating to reflect any new start date. For example, to change the start date of the Gantt chart to 1 February 2019:
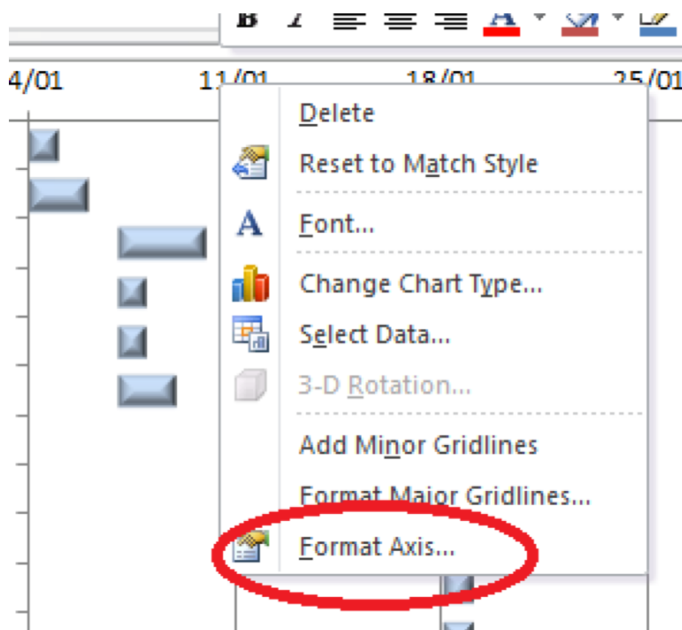
1. Change the 'Start date:' in the table under the chart to 01/02/19. This should give a 'Min axis value' of 42401:
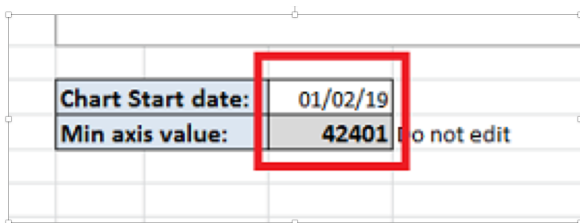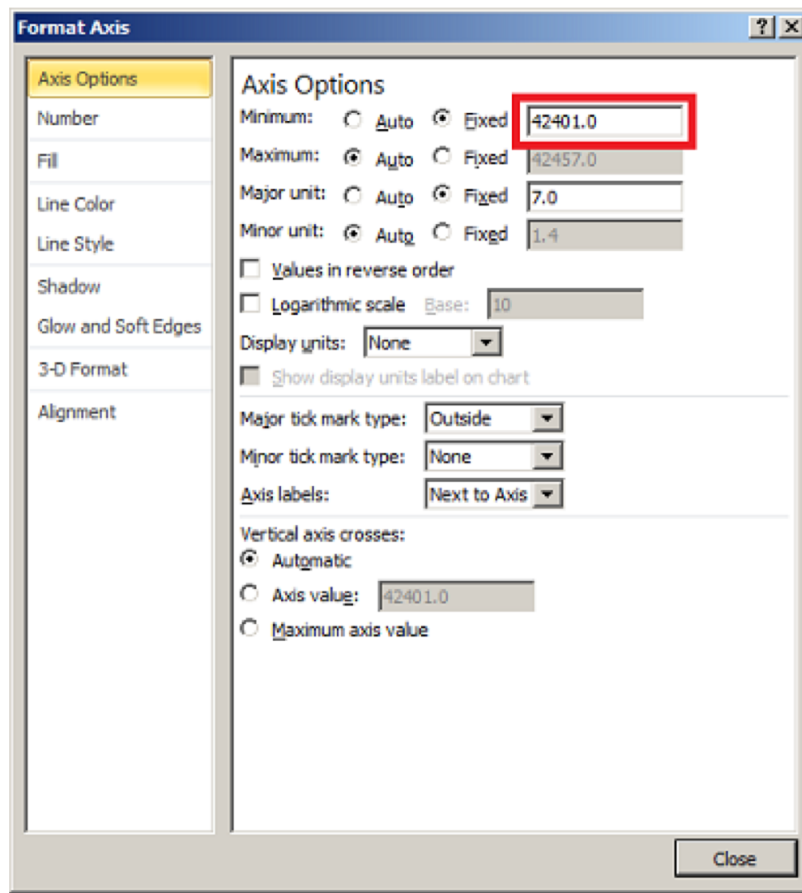

2. Right click on the top axis of the chart (Date):
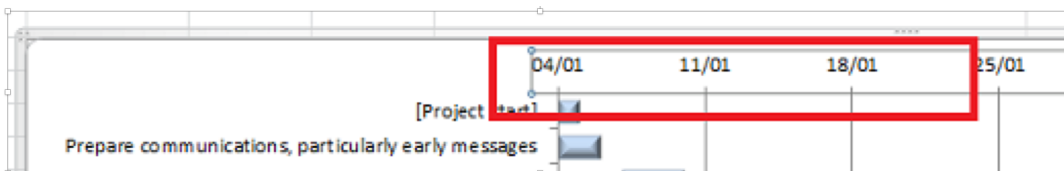
3. Select 'Format axis':

4.   Enter the value in step 2 above into the minimum of the 'Axis Options 'value:

5.   Click the 'Close' button.

The Gantt chart should now start at 1 February 2019.

More information about creating Gantt charts in Excel can be found here: www.officetimeline.com/gantt-chart-excel

Start date	End date*	Duration (days)	Activity	Who
04/01/19	04/01/19	1	[Project start]	
04/01/19	05/01/19	2	Carry out stakeholder analysis	
07/01/19	08/01/19	2	Set up steering group	
11/01/19	13/01/19	3	Identify and recruit champions	
14/01/19	15/01/19	2	Prepare communications, particularly early messages	
18/01/19	20/01/19	3	Management approval of communications	
18/01/19	19/01/19	2	Prepare survey	
20/01/19	20/01/19	1	Check access to site for users	
21/01/19	22/01/19	2	Print surveys	
25/01/19	25/01/19	1	Brief supervisors/line managers	
26/01/19	26/01/19	1	Brief health and safety unit	
27/01/19	27/01/19	1	Issue initial message	

Start date	End date*	Duration (days)	Activity	Who
01/02/19	01/02/19	1	Open survey	
01/02/19	01/02/19	1	Issue survey live message	
03/02/19	03/02/19	1	Update meeting with champions	
01/02/19	28/02/19	28	Monitor responses	
05/02/19	05/02/19	1	Update intranet with responses to date (week 1)	
11/02/19	11/02/19	1	Prepare reminder message	
12/02/19	12/02/19	1	Update intranet with responses to date (week 2)	
15/02/19	15/02/19	1	Issue reminder message	
19/02/19	19/02/19	1	Update intranet page with responses to date (week 3)	
25/02/19	25/02/19	1	Prepare for survey closure	
26/02/19	26/02/19	1	Prepare closure message	
26/02/19	26/02/19	1	Update intranet page with responses to date (week 4)	
28/02/19	28/02/19	1	Issue closure message	
28/02/19	28/02/19	1	Close survey	
01/03/19	01/03/19	1	Update intranet page with closure details	
02/03/19	02/03/19	1	Update meeting with steering group	
04/03/19	04/03/19	1	[project end]	

Please refer to the Excel file Example SCT schedule spreadsheet where you can adopt a Gannt chart for your use.