

Tool 7 – Timetable tasks with a Gantt chart

Why you should use this tool

To help you understand how to make a timetabled plan for setting up a new initiative on supporting self care among patients or improving the management of a current service you provide.

When to use this tool

This exercise is suitable for an individual (consulting with others where appropriate) or a small group of people from your PCT/practice/care agency.

What to do

You need to design the pathway in the order that jobs should be tackled and sustained to achieve a well-organised and managed service. You may wish to use the diagram overleaf.

You will then need to ask someone within your organisation who is involved in the self care initiative to review your Gantt chart by looking at the range and type of factors that have been considered and the timings suggested. You can then add or change features on your Gantt chart as you feel necessary.

The Gantt chart will then need reviewing by whoever is leading the organisational management of establishing a culture that supports self care to gain their input on the management of the new service.

You may then need to add to or change your chart again to add in new factors or change timings before circulating the chart to all relevant personnel.

Time: at least an hour to allow for development of the chart, consultation with colleagues and change.



How it works

By plotting a Gantt chart, you should move along the spectrum of learning about organisational management from defining your initial plans using your own knowledge to increasing your horizons through discussions with others and responding to the person leading the change.

What to do next

Put your new-found knowledge into practice by making a timetabled activity plan (utilising the [roles and responsibilities checklist](#)) for setting up a self care support initiative or implementing an intended change to an existing service.

For more information on this tool, please click on [Tool 7](#).



Working in Partnership
Programme

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self care • •
...because health matters •

Gantt chart: Supporting self care among patients across a PCT, practice or other care agency

Task	Description	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

Key:

- [] Scheduled start/finish
- ▬ Actual progress
- ▬ Still to complete
- M1-M12 Calendar months
- ◆ Milestone scheduled
- ◇ Milestone achieved