

Use our “Construction schedule template” to manage the construction schedule and its execution.

In the header of the sheet, you must fill in several necessary fields:

Project name		Start date	7/2/2020
Location		Completion date	5/9/2022
Client		Duration	676
Project manager			

- “Project name” - in this field, enter the name of your construction project (for example Two-story townhouse in suburban New Jersey)
- “Location” - in this field, you should indicate the physical address of the future construction object;
- “Client” - in this field, enter the name or organization name of the construction customer (or investor);
- “Project manager” - in this field, indicate the manager of your construction project responsible for the final result;
- “Start date” - in this field, enter in the format **mm/dd/yyyy** the start date of construction work (including preparatory work, which is in the list of scheduled tasks). The default cell contains a formula that determines the smallest (earliest) value in the schedule column “Start date”. You can enter your value. But if it is greater than the dates from the schedule table, then tasks with earlier dates will not be displayed on the general Gantt chart;
- “Completion date” - in this field, enter in the format **mm/dd/yyyy** the date of completion of all construction work on the object. The default cell contains a formula that determines the largest (latest) value for the “End date” schedule column. You can enter your value. But if it is less than the dates from the schedule table, then tasks with later dates will not be displayed on the general Gantt chart;
- “Duration” - this field automatically calculates the duration of the object construction in days.

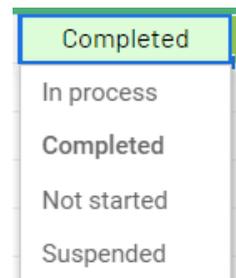
The table has a wide list of tasks that describe the construction process, from documentation and site preparation to the installation of equipment and machinery.

The table contains several fields that you must fill in:

Task	Assigned to	Start date	End date	% Complete	Status
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- The “Task” column lists construction steps and associated detailed tasks. You can customize this list for your own needs and delete unnecessary lines;
- In the “Assigned to” column for each task, it is necessary to indicate their performer (teams, organizations, contractors, etc.)
- In the “Start date” column for each task, you must indicate the start date of work;
- In the “End date” column for each task, you must indicate the end date of work;
- In the column “% Complete”, mark its completion percentage as the project progresses in each task’s row;
- “STATUS” - in this column, you can select the corresponding status value for each of the tasks from the drop-down list:

- In process - if the task is already running at the current moment (highlighted in yellow);
- Completed - if the task has already been completed (highlighted in green);
- Not started - if the task has not started yet (highlighted in red);
- Suspended - if the task execution is currently suspended (highlighted in blue).



An example of filling in this part of the table:

Task	Assigned to	Start date	End date	% Complete	Status
Architect/Designer's Fee		07/02/20	08/02/20	100%	Completed
Site Survey		07/09/20	08/13/20	90%	In process
Permits		07/10/20	08/08/20	80%	In process
- Building		07/12/20	08/14/20	70%	Suspended
- Water		07/19/20	07/26/20	60%	Suspended
- Septic/Sewer -Electric -Plumbing		07/22/20	08/29/20	50%	In process
- HVAC		07/24/20	09/07/20	40%	Suspended
Install Electrical Service		07/25/20	08/23/20	30%	In process
Install Water Service		07/28/20	08/15/20	20%	Suspended
Excavation		08/02/20	09/01/20	10%	Completed
Hauling		08/09/20	09/08/20	0%	Not started

A Gantt chart that graphically displays the construction schedule is to the right of the table.

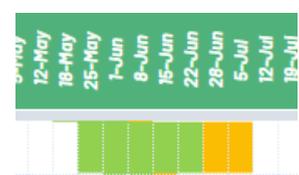
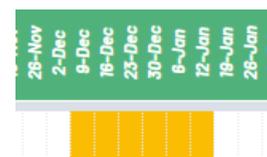
The entire period of work (between the dates “Start date” and “Completion date” indicated in the header of the document is divided into 100 ranges (columns), and they, in turn, are combined into periods of 10 columns. Each block’s start and end dates are indicated at the top part of the Gantt chart.

2-Jul - 1-Sep	8-Sep - 8-Nov	15-Nov - 16-Jan
2-Jul 8-Jul 15-Jul 22-Jul 29-Jul 5-Aug 11-Aug 18-Aug 25-Aug 1-Sep	8-Sep 15-Sep 21-Sep 28-Sep 5-Oct 12-Oct 19-Oct 26-Oct 1-Nov 8-Nov 15-Nov	22-Nov 29-Nov 6-Dec 12-Dec 19-Dec 26-Dec 2-Jan 9-Jan 16-Jan

In the example from the screenshot, one chart division is 6-7 days, and a block is about 2 months.

The chart is built on the start and end dates, and the percentage of its completion is also taken into account.

- If the deadline for the task has not yet come, the cells corresponding to the specified date range will be displayed in blue.
- If the task has already been completed and the corresponding cell contains the value “100%”, then the cells corresponding to the specified date range will be displayed in green.
- If the deadline for completing the task has already passed, and the completion level corresponds to “0%”, then the cells corresponding to the specified date range will be displayed in orange.
- Suppose the deadline for completing the task has already passed, and the level of completion has not yet reached “100%”. In that case, the cells corresponding to the specified date range will be displayed in orange and will be displayed proportionally to the current execution in green and orange. In this case, it is indicated that the task is 70% complete.



the task is 70% complete.

An example of filling in the table fields looks like this:

Task	Assigned to	Start date	End date	% Complete	Status	Timeline																																																																																					
						2-Jul	4-Jul	6-Jul	8-Jul	10-Jul	12-Jul	14-Jul	16-Jul	18-Jul	20-Jul	22-Jul	24-Jul	26-Jul	28-Jul	30-Jul	1-Aug	3-Aug	5-Aug	7-Aug	9-Aug	11-Aug	13-Aug	15-Aug	17-Aug	19-Aug	21-Aug	23-Aug	25-Aug	27-Aug	29-Aug	31-Aug	2-Sep	4-Sep	6-Sep	8-Sep	10-Sep	12-Sep	14-Sep	16-Sep	18-Sep	20-Sep	22-Sep	24-Sep	26-Sep	28-Sep	30-Sep	2-Oct	4-Oct	6-Oct	8-Oct	10-Oct	12-Oct	14-Oct	16-Oct	18-Oct	20-Oct	22-Oct	24-Oct	26-Oct	28-Oct	30-Oct	1-Nov	3-Nov	5-Nov	7-Nov	9-Nov	11-Nov	13-Nov	15-Nov	17-Nov	19-Nov	21-Nov	23-Nov	25-Nov	27-Nov	29-Nov	1-Dec	3-Dec	5-Dec	7-Dec	9-Dec	11-Dec	13-Dec	15-Dec	17-Dec	19-Dec
Architect/Designer's Fee		07/02/20	08/02/20	100%	Completed	[Green bar from 07/02/20 to 08/02/20]																																																																																					
Site Survey		07/09/20	08/13/20	90%	In process	[Green bar from 07/09/20 to 08/13/20, 10% yellow backlog]																																																																																					
Permits		07/10/20	08/08/20	80%	In process	[Green bar from 07/10/20 to 08/08/20, 20% yellow backlog]																																																																																					
- Building		07/12/20	08/14/20	70%	Suspended	[Green bar from 07/12/20 to 08/14/20, 30% yellow backlog]																																																																																					
- Water		07/19/20	07/26/20	60%	Suspended	[Green bar from 07/19/20 to 07/26/20, 40% yellow backlog]																																																																																					
- Septic/Sewer -Electric -Plumbing		07/22/20	08/29/20	50%	In process	[Green bar from 07/22/20 to 08/29/20, 50% yellow backlog]																																																																																					
- HVAC		07/24/20	09/07/20	40%	Suspended	[Green bar from 07/24/20 to 09/07/20, 60% yellow backlog]																																																																																					
Install Electrical Service		07/25/20	08/23/20	30%	In process	[Green bar from 07/25/20 to 08/23/20, 70% yellow backlog]																																																																																					
Install Water Service		07/28/20	08/15/20	20%	Suspended	[Green bar from 07/28/20 to 08/15/20, 80% yellow backlog]																																																																																					
Excavation		08/02/20	09/01/20	10%	Completed	[Green bar from 08/02/20 to 09/01/20, 90% yellow backlog]																																																																																					
Hauling		08/09/20	09/08/20	0%	Not started	[Yellow bar from 08/09/20 to 09/08/20]																																																																																					
Environmental Protection		08/12/20	08/19/20	100%	Completed	[Green bar from 08/12/20 to 08/19/20]																																																																																					

There is a keyword at the top of the table for easy reading of the chart.

Plan duration
 % Complete
 Backlog