

# Project Planning Worksheet and Timeline

SCHEDULE DATES	Month/Day	Month/Day	Month/Day	Month/Day	Month/Day
Define Scope of Project					
Programming (with A&D firm if applicable)					
Determine Preliminary Furniture Needs					
Preliminary Space Plan					
Preliminary Design Development (with A&D)					
Client Review					
Revise Space Plans					
Develop Furniture Budget					
Develop Furniture Plan					
Select Fabric & Finishes					
Client Review					
Develop Furniture/Systems Drawing					
Develop furniture Specifications					
Client Sign-Off of furniture Drawings & Specs					
Furniture Order Placement					
Schedule Install with Client and Trades					
Construction Meetings					
Meet with Electrician/Cable People					
Pre-install Site Visit					
Furniture Install Drawings					
Pre-install Meeting					
Furniture Ships from Manufacturer					
Furniture Installation					
Installation Walk-thru/Puch					
Occupancy					
Post Punch Resolution					
Post Installation Review with Client					