

Construction Project Plan

1. Project Overview

Project name	{{Project name}}
Sponsor	{{Sponsor / decision-maker}}
Project manager	{{Project manager}}
Start date	{{Start date}}
Target end date	{{Target end date}}
Status	{{Not started / On track / At risk}}

Keep this block on page one so anyone can see the project, its owner, and where it stands at a glance. Name one accountable project manager and one sponsor who can unblock decisions.

2. Objectives & Success Criteria

- Complete {{the project}} by {{date}}, on budget, and to {{code / spec}}
- Pass all required inspections with zero major safety incidents
- Hand over a punch-list-clear, fully documented project to {{the owner}}

Write objectives you can measure — “launch the new checkout by Q3 with under 1% error rate”, not “improve checkout”. If you cannot tell whether it is done, rewrite it.

3. Scope

In scope

- {{The structures, areas, and trades included — e.g. demolition, framing, MEP, finishes}}
- {{Permits and inspections}}
- {{Site prep and cleanup}}

Out of scope

- {{Owner-furnished items or work by others}}
- {{Future phases or optional scope}}
- {{Landscaping / FF&E, if excluded}}

Naming what is out of scope is what actually prevents scope creep. Be explicit about the work people will assume is included but is not.

4. Milestones & Timeline

Milestone	Owner	Target date	Status
Permits approved & notice to proceed	{{PM}}	{{Date}}	{{Status}}
Site prep / demolition complete	{{Superintendent}}	{{Date}}	{{Status}}
Rough-in (framing, MEP) complete & inspected	{{Superintendent}}	{{Date}}	{{Status}}
Finishes complete	{{Superintendent}}	{{Date}}	{{Status}}
Final inspection & certificate of occupancy	{{PM}}	{{Date}}	{{Status}}
Punch list & closeout	{{PM}}	{{Date}}	{{Status}}

Milestones are checkpoints, not tasks — a handful of dates that prove the project is moving. Each should be a clear “done / not done”, with one owner.

5. Tasks & Work Breakdown

Task	Owner	Start	Due	Status
{{Pull permits}}	{{Owner}}	{{Start}}	{{Due}}	{{Status}}
{{Buy out and schedule subcontractors}}	{{Owner}}	{{Start}}	{{Due}}	{{Status}}

{{Demolition and site prep}}	{{Owner}}	{{Start}}	{{Due}}	{{Status}}
{{Framing and rough-in (electrical, plumbing, HVAC)}}	{{Owner}}	{{Start}}	{{Due}}	{{Status}}
{{Inspections, finishes, and punch list}}	{{Owner}}	{{Start}}	{{Due}}	{{Status}}

Break the work into tasks small enough to track in a week or less. Give each an owner and a due date; a task with no owner will not happen.

6. Roles & Responsibilities

Role	Name	Responsibility
Project manager	{{Name}}	Owns budget, schedule, contracts, and the owner relationship
Superintendent	{{Name}}	Runs the field, crews, sequencing, and daily safety
Subcontractors	{{Trades}}	Deliver their scope to spec, schedule, and code
Owner / architect	{{Name}}	Approves changes and signs off on milestones

Assign responsibilities to roles so the plan survives a team change. Be clear who decides, who does the work, and who needs to be kept informed.

7. Risks & Mitigation

Risk	Impact	Likelihood	Mitigation	Owner
{{Permit or inspection delays}}	{{High}}	{{Med}}	{{Submit early; track with the AHJ}}	{{Owner}}
{{Long-lead materials arrive late}}	{{High}}	{{Med}}	{{Order early; confirm lead times}}	{{Owner}}
{{Change orders blow the budget}}	{{High}}	{{Med}}	{{Change-order log + owner sign-off}}	{{Owner}}

Weather delays	Med	Med	Float in the schedule	Owner
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List the few risks that would actually derail the project, rate impact and likelihood (High/Med/Low), and name the action and the owner. Review this table at every status check.

8. Budget

Item	Estimate	Actual
Cost item — labor, tools, materials	Estimate	Actual
Contingency	Estimate	Actual

Estimate the main cost lines and add a contingency for the unknowns. If your project has no budget, keep the section and write “N/A” — reviewers expect to see it.

9. Approval

Project Manager Name: _____ Signature: _____ Date: _____	Sponsor Name: _____ Signature: _____ Date: _____
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Both sign-offs confirm the plan, scope, and budget are agreed before work starts.