

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		S	P	A	C	E	S
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							