Use the **"Construction project management template"** to manage your construction project: deadlines, list of contractors, and project finances.

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	STATUS	BUDGET	ALREADY PAID	DUE	COMMENTS

- 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 of the tasks, 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;

- **"STATUS"** - in this column, you can select the corresponding status value for each task 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 orange);

  - ➢ **Paused** - if the task execution is paused (highlighted in blue).

  - ➢ **Overdue** - if the task has not been completed, and the scheduled due date for the task has already passed (highlighted in red).

Complete
Not Started
In Progress
Complete
On Hold
Overdue
Needs Review
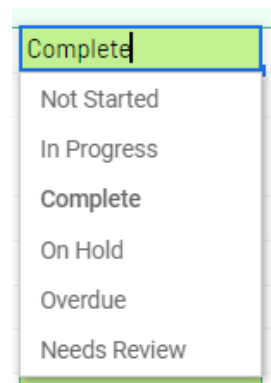
- In the **"BUDGET"** column, you must indicate the cost of executing each of the tasks (work and materials);

- In the **"ALREADY PAID"** column, enter the amount of finance you have already paid for this article. If you pay fractionally, you can enter the total value and calculate the total in the cell itself. To do this, you must put the "=" sign at the beginning of the cell and then enter the value through the "+" sign. Upon completing the entry, press the "Enter" key, and your inputs will be summed up.

=600+200+100+50

- The **"DUE"** column automatically calculates the amount you still need to pay (the difference between the total budget and the amount already paid).

- In the **"COMMENTS"** column, you can record important notes about the progress of the project and its tasks (notes about important meetings, payments, and nuances of the construction process).

An example of a completed table:

TASK	ASSIGNED TO	START DATE	END DATE	STATUS	BUDGET	ALREADY PAID	DUE	COMMENTS
SITE PREP								
Demolition (Remodel)	Contractor 11	01/28/2021	11/06/2021	Complete	$5,334.00	$5,334.00		
Jacking & Shoring (Remodel)	Contractor 12	01/21/2021	10/14/2021	On Hold	$7,823.00	$7,296.12	$526.88	
Dust control, Surface Protection	Contractor 13	02/14/2021	02/02/2022	On Hold	$2,854.00	$637.02	$2,216.98	
Job-Site Access	Contractor 14	03/29/2021	10/05/2021	On Hold	$3,497.00	$406.81	$3,090.19	
Job-Site Security	Contractor 15	06/14/2021	03/12/2022	Not Started	$7,214.00		$7,214.00	
Dumpster & Removal	Contractor 16	04/17/2021	02/26/2022	Not Started	$3,571.00		$3,571.00	
Clear Lot	Contractor 17	06/21/2021	08/06/2021	Not Started	$7,931.00		$7,931.00	
Storage On Site	Contractor 18	06/17/2021	03/07/2022	Overdue	$1,340.00	$518.01	$821.99	
Portable Toilet	Contractor 19	04/20/2021	03/11/2022	Overdue	$943.00	$365.79	$577.21	
Temporary Power	Contractor 20	05/01/2021	07/21/2021	Overdue	$6,839.00	$5,435.39	$1,403.61	
Temporary Heat	Contractor 21	04/07/2021	08/10/2021	Overdue	$2,234.00	$1,639.96	$594.04	
Scaffolding Rental	Contractor 22	03/15/2021	12/12/2021	Needs Review	$4,500.00	$1,416.05	$3,083.95	
Tool/Equipment Rental	Contractor 23	03/17/2021	09/05/2021	Needs Review	$6,244.00	$2,056.71	$4,187.29	
Other	Contractor 24	06/03/2021	10/04/2021	Needs Review	$1,495.00	$833.49	$661.51	