Project plan – Overview

BCATS
BUILDING, CONSTRUCTION AND ALLIED TRADES SKILLS

Date: Learner name: Project:

Client (optional) :

Brief description of the project
(include what it will look like, its purpose, and where it will go.)

When will it be finished?

(optional)

If you are working in a team, briefly describe your role and the role of other team members.

Project plan – Materials and tools

BCATS
BUILDING, CONSTRUCTION AND ALLIED TRADES SKILLS

Project:

Materials

Make a rough list of materials you will need to complete the project.

Tools and equipment

Make a rough list of tools, machinery, PPE, and other equpiment you will need to complete the project.

Health and safety considerations

e.g. managing dust, signage.

How will you deal with material waste and other environmental considerations?

e.g. sustainable materials, weather, use of water

Project plan – Stages

BCATS
BUILDING, CONSTRUCTION AND ALLIED TRADES SKILLS

Project:

Project stages

Tasks and processes included in each project stage.	Things that need to be done or used, and quality checks needed, to make sure it is completed successfully	Estimated time to complete the task