

Project plan – part 1



BCATS
BUILDING CONSTRUCTION
AND ALLIED TRADES SKILLS

Date: _____ Learner name: _____ Project: _____

Client: _____

Description of the project

What is its purpose?

Where will it 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 – part 2



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Project:

Project sketches

Use this space or another sheet of paper to create your project sketches.

Materials

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

How will you deal with material waste?

Project plan – part 3



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Project: _____

Project stages

Tasks and processes included in each project stage.	Things that need to be done to make sure it is completed successfully	Estimated time to complete the stage.

Project plan – part 3



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Project: _____

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Tasks and processes included in each project stage.	Things that need to be done to make sure it is completed successfully	Estimated time to complete the stage.