

Retrofit and Construction: The Loft: Project Timeline Template

Licensed Under Creative Commons Attribution-NonCommercial 4.0 International

This template is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License (CC BY-NC 4.0).

You are free to:

- **Share** — copy and redistribute the material in any medium or format.
- **Adapt** — remix, transform, and build upon the material.

Under the following terms:

- **Attribution (BY):** Credit must be given to Beacon Climate Innovations LLC, T.R.U.E Collective
- **NonCommercial (NC):** Only noncommercial use of this material is permitted. Noncommercial means not primarily intended for or directed toward commercial advantage or monetary compensation.

Learn more: <https://creativecommons.org/licenses/by-nc/4.0/>

BY: Credit must be given to Beacon Climate Innovations LLC, T.R.U.E Collective

NC: Only noncommercial use of your work is permitted.

About: This template helps project teams organize major phases of construction, renovation, or development work. It mirrors a phase-based timeline format that tracks task sequences, duration, and responsible teams. Use this document to guide project coordination, stakeholder communication, and resource planning.

Usage Description: This template can be followed to create a Project Timeline to guide the retrofit and construct stage of a CCRH (Clean Energy Community Resilience Hub) project.



Project Timeline Template

Objective:

This template helps project teams organize major phases of construction, renovation, or development work. It mirrors a phase-based timeline format that tracks task sequences, duration, and responsible teams. Use this document to guide project coordination, stakeholder communication, and resource planning.

How to Use

1. Identify the major phases of your project, such as permitting, site work, upgrades, and inspections.
2. Assign a clear title to each phase and estimate its duration.
3. List the key activities that will happen during that phase.
4. Indicate who is responsible (e.g., architect, general contractor, facilities team).
5. Use the 'Notes' section for permits, dependencies, or materials needed.

Project Timeline Table

Example:

Phase #	Phase Title	Duration	Key Activities	Responsible Party	Notes
Phase 1	Site Work and Demolition	2 weeks	Clearing site, demolition, dumping labor	General Contractor	Requires permit approval prior to start