[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Construction schedule

Revision # _____

Date _____

Project _____ Job # _____

Project address _____ Project manager _____

Client _____ Target completion _____

Write the Monday date above each week. Shade the boxes for the workdays each task is planned. Mark X in a box when that day's work is done. Use D for a delivery, I for an inspection and M for a milestone.

#	TASK / PHASE	CREW / SUB	START	DAYS	FINISH	WEEK 1 ____/____					WEEK 2 ____/____					WEEK 3 ____/____					WEEK 4 ____/____					WEEK 5 ____/____					WEEK 6 ____/____					WEEK 7 ____/____					WEEK 8 ____/____				
						M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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Days = workdays (Monday to Friday). Weekend or holiday work: note it in the task name. Changes to dates: bump the revision number and keep the old copy.