Request for Information - Schedule Template

Knowledge Infrastructure Program
Attachment 2

Submit by Email

Print Form

Reset Form

Purpose: To collect project status and schedule information to identify changes to original plan, scope, and schedule estimates.
Directions: All schedule information should be provided on a consolidated basis (i.e. not for specific sub-projects). Input fields under "Procurement" (e.g. site works, structural, mechanical, electrical, building envelope, etc.) and "Construction Milestones" (e.g. site services, demolition, HVAC, electrical, exterior enclosure, interior finishes, construction completion, substantial completion, etc.) must be completed as appropriate for each project. Please use the stated DD/MM/YY input format.
Note: Email submissions will be sent directly to Stantec Consulting.

General Project Information:

Institution Name: Project Name:

Schedule Information:	**Planned/Scheduled Dates**		**Actual Dates**	
	Start DD/MM/YY	**End** DD/MM/YY	**Start** DD/MM/YY	**End** DD/MM/YY
Project Commencement				
Planning & Design				
Procurement				
Procurement Category #1				
Procurement Category #2				
Procurement Category #3				
Procurement Category #4				
Construction Milestones				
Milestone #1				
Milestone #2				
Milestone #3				
Milestone #4				
Milestone #5				
Final Project Completion				