



HOMEOWNER TOOLS / PROJECT PLANNING

Home Project Planning Sheet

Start with how you want your home to work. Save a copy, then type in the fields or print and write. Use a separate sheet for each project

Project name

Date

Room, area or property

Prepared by

Goals

What should improve? Consider function, comfort, accessibility and upkeep.

Priorities

Must have

Nice to have

Scope

Include in this project

Leave out or save for later



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Budget and Next Steps

Use planning amounts until the scope and prices are confirmed. This worksheet is a starting point, not an estimate, agreement or authorization to begin work

Budget

Estimated project cost \$

Other planned costs \$

Reserve for unexpected costs \$

Total planning allowance \$

Total = project cost + other costs + reserve. Include design, permits or delivery where relevant.

Comfortable spending limit \$

Costs or assumptions to confirm

Timing and Household Needs

Target start

Target finish

Fixed dates, material lead times, access needs or household disruptions

Decisions to Make

Decision / selection

Who

Needed by

Notes, open questions and the next step