

# PROJECT SCHEDULE

ACTIVITY	month	1				2				3				4				5			
	week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1. Obtaining Information		■																			
2. Space Planning			■																		
3. Define Workstations/Offices				■																	
4. Furniture Selection					■																
5. Finish/Color						■															
6. Specifications							■														
7. Order Entry								■													
8. Manufacturing									■	■	■	■	■	■	■	■					
9. Furniture Installation																	■				
10. Punch List																		■			
11. Move In																					■

Schedule may vary depending on project size and scope of services required.

## 1 Obtaining Information

Project requirements defined regarding image, space, people, function, budget and schedule.

## 2 Space Planning

Drawing developed to illustrate the use of space based on project requirements.

## 3 Define Workstations/Offices

Develop individual workstations/offices to address job requirements.

## 4 Furniture Selection

Specific furniture identified to meet functional, aesthetic and budgetary requirements.

## 5 Finish/Color

Furniture finishes and colors selected to reflect desired image.

## 6 Specifications

Documents prepared for furniture order entry including product manufactures, model/part numbers and finishes.

## 7 Order Entry

Furniture orders placed with manufacture

## 8 Manufacturing

Furniture production.

## 9 Furniture Installation

New and existing furniture delivered and installed.

## 10 Punch List

Documents prepared from walk-through of new space to identify furniture discrepancies.

## 11 Move In

Employee occupancy in the new space