Construction schedule template

A construction schedule as a table: activities with durations in workdays, predecessors, start dates and calculated finish dates, percent complete, status and days late.

Project _____ **Job no.** _____ **Prepared by** _____ **Date** _____ **Page** _____

ID	Phase	Activity	Trade / crew	Duration (workdays)	Predecessor ID	Start	Finish	% complete	Status ▾	Milestone? ▾	Days late	Notes

▾ pick one of the listed options · shaded columns are calculated (the Excel version fills them in for you)

Excel version with formulas and drop-downs: constructelligence.co/templates/construction-schedule-template

Filled-in example

Every example row as it reads once complete. Use it as a sample to check your own against.

ID	Phase	Activity	Trade / crew	Duration (workdays)	Predecessor ID	Start	Finish	% complete	Status ▾	Milestone? ▾	Days late	Notes
A100	*Sitework*	*Mobilize & layout*	*Cobalt Builders*	*3*		*Nov 2, 2026*	*Nov 4, 2026*	*100*	*Complete*	*No*	*0*	
A110	*Foundations*	*Excavate & pour footings*	*Concrete crew*	*12*	*A100*	*Nov 5, 2026*	*Nov 20, 2026*	*60*	*In progress*	*No*	*0*	
A120	*Structure*	*Steel erection*	*Steel subcontractor*	*15*	*A110*	*Nov 23, 2026*	*Dec 11, 2026*	*0*	*Not started*	*No*	*0*	*Thanksgiving week*
A130	*Envelope*	*Roofing*	*Roofing subcontractor*	*8*	*A120*	*Dec 14, 2026*	*Dec 23, 2026*	*0*	*Not started*	*No*	*0*	
A140	*MEP*	*MEP rough-in, floor 1*	*MEP trades*	*20*	*A120*	*Dec 14, 2026*	*Jan 8, 2027*	*0*	*Not started*	*No*	*0*	
M1	*Milestone*	*Dry-in*	*Cobalt Builders*	*1*	*A130*	*Dec 24, 2026*	*Dec 24, 2026*	*0*	*Not started*	*Yes*	*0*	*Owner milestone*

How to fill it in

1. Enter activities in order of work, with an ID, phase, trade and duration in workdays.
2. Give every activity except the first a predecessor ID, and set its Start to the workday after that predecessor's Finish.
3. Finish dates calculate from Start and Duration, skipping weekends (add holidays in WORKDAY if you need them).
4. Each week, update % complete and Status; Days late counts workdays past Finish for anything not complete.
5. Filter Status ≠ Complete and sort by Finish for the look-ahead.

Options for the ▾ columns

- **Status:** Not started / In progress / Complete / On hold
- **Milestone?:** Yes / No

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