# WIP schedule template

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

| Job | Contract value | Forecast total cost | Cost to date | % complete | Earned revenue | Billed to date | Over (under) billed | Forecast gross profit |
|---|---|---|---|---|---|---|---|---|
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▾ 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/guides/wip-schedule

## Filled-in example

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

| Job | Contract value | Forecast total cost | Cost to date | % complete | Earned revenue | Billed to date | Over (under) billed | Forecast gross profit |
|---|---|---|---|---|---|---|---|---|
| *J-1104* | *$4,000,000* | *$4,100,000* | *$1,230,000* | *30.0%* | *$1,200,000* | *$1,150,000* | *–$50,000* | *–$100,000* |

## How to fill it in