

Sample Project Plan for a Shed for the Local Badger Preservation Society (BPS)

Project Task or Milestone	Planned Start Date	Planned Completion Date	Cost items to complete task (materials, labour, contractor, etc)	Cost amount	Activities to Complete Task	Person/Group Responsible
Building design and drawing complete	April 10	April 15	Volunteer Labour	\$0	Design complete Materials list complete	BPS member with Drafting certification
Approved building permit in place	April 15	April 25	Building permit	\$25	Fill out application and submit Arrange site visit appointment with inspector Site visit Pick up permit	Project Lead
Site Preparation Complete	April 25	May 1	Volunteer Labour	\$0	Dig holes for footings Level ground Clear area for materials placement	BPS members
Materials purchased	April 20	May 20	Cement Gravel Rebar Framing lumber Roofing Material Siding Door and Frame Window Nails, Screws, etc Door latch and lock Delivery costs	\$50 \$100 \$20 \$400 \$500 \$500 \$150 \$100 \$100 \$75 \$200	Identify and list all required materials Price materials from three sources to find best price/quality Purchase materials and pick up some Arrange for delivery of some (gravel, roofing material)	Project Lead, Project Treasurer
Shed Erected and Complete	May 21	June 15	Volunteer Labour Borrowed tools – wheelbarrow, cement mixer, shovels, saws, hammers, etc	\$0 \$0	Pour footings Place and spread remaining gravel on floor area Frame shed (including measuring/cutting materials) Install roof Install door Install window Install siding Install latch and lock	BPS members
Final Report Complete	June 1	June 30	Volunteer Labour	\$0	Take photos Complete project plan Complete financial report Write cover report Submit report to CBT Committee	Project Lead, Project Treasurer
Total Cost				\$2220		

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Support in building, modifying, and following through with a project plan will be available.