

Custom-home schedule and decision register

Use this working record with your designer and contractor. Dates belong to the actual project; the worksheet does not supply a standard construction duration.

Type into the form fields or print a blank copy. Save the downloaded PDF after entering your information. Entries are not sent anywhere. Use short notes in each field; add a separate sheet for longer records.

Project details

Project / property city

Prepared with / next review

Working decision record

Property feasibility and scope

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Design and engineering coordination

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Permit and clearance readiness

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Custom-home schedule and decision register

Procurement and site readiness

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Structure and enclosure

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Rough systems and required inspections

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Finishes and commissioning

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Custom-home schedule and decision register

Final approvals, utilities and occupancy

Preceding decision or approval

Responsible party

Owner decision due

Target date

Confirmed or assumed

Evidence / next action

Questions to resolve with the project team

Question 1

What starts and ends the schedule I am comparing?

Question 2

Which approvals, utility work or selections are still assumed?

Question 3

Who updates the schedule after a changed condition?

Original RCP planning worksheet. Use the responsible professionals and agencies to confirm requirements for the actual property and scope. A completed worksheet is not a permit, approved design or authorization to start work.