

# Templates and Documents Included in the Project Management Masteclass

**SECTION 1 – Pre-construction**

**SECTION 2 – Preliminary Works**

**SECTION 3 – Construction Phase**

**SECTION 4 – Post-Construction Phase**

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# PRE-CONSTRUCTION

SCHEDULE OF WORKS

QUANTITY SURVEYOR REPORT EXAMPLE

QS BILL OF QUANTITIES EXAMPLE

TENDER LETTER EXAMPLE

ORDER TIMESCALES

LIST OF RECOMMENDED BROKERS

DEVELOPMENT FACILITY EXAMPLE

FUNDING DRAWDOWN EXAMPLE

DEVELOPMENT COST ALLOWANCE EXAMPLE

HOUSE SPECIFICATION FORM

ELECTRIC SERVICE DESIGN EXAMPLE

ELECTRICAL BUDGET QUOTE EXAMPLE

WATER SURVEY CONNECTIONS EXAMPLE

GAS QUOTE EXAMPLE

WATER USAGE CALCULATOR

STRUCTURAL ENGINEER PRICING

STRUCTURAL ENGINEER EXAMPLE QUOTE

BUILDING CONTROL EXAMPLE QUOTE

WARRANTY EXAMPLE QUOTE

ARCHITECT QUOTE

PLANNING DRAWINGS

WORKING DRAWINGS

PLANNING PROGRAMME

BUILD PROGRAMME

DAY BY DAY PROGRAMME TEMPLATE

WEEKLY PROGRAMME TEMPLATE

ANNUAL PROGRAMME TEMPLATE

COMPARISON TABLE - TRADITIONAL VS  
TIMBER FRAME CONSTRUCTION

CONTRACT EXAMPLE

SMALL WORKS CONTRACT EXAMPLE



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# PRELIMINARY WORKS

HSE NOTIFICATION OF A  
CONSTRUCTION PROJECT FORM

INDUCTION PRESENTATION

COVID 19 SITE SAFETY

RISK ASSESSMENT TEMPLATE

METHOD STATEMENT EXAMPLE

COSHH ASSESSMENT EXAMPLE

TRAFFIC MANAGEMENT PLAN

PLANNING CONDITION SAMPLE

CONSTRUCTION PHASE  
PLAN TEMPLATE

MEDIA CONNECTION  
EXAMPLE RESOURCE

MEDIA CONNECTION  
LAYOUT EXAMPLE

ADDRESS RESOURCE DOCUMENT

SOUND TESTING DOCUMENT

AIR TEST REPORT EXAMPLE

EPC SIGN OFF REFERENCE DOCUMENT



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# CONSTRUCTION PHASE

PRE-START CHECKLIST

ASBESTOS REPORT SAMPLE

ACCIDENT REPORTING SHEET

HSE GUIDANCE ON  
REPORTING ACCIDENTS

SITE SAFETY AUDIT DOCUMENT

SITE SAFETY FILE

GAS SAFE EXAMPLE DOCUMENT

NICEIC ELECTRICAL EXAMPLE



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# POST-CONSTRUCTION PHASE

SNAGGING EXAMPLE

PLOT COMPLETION CHECKLIST

RESIDENTIAL WARRANTY  
POLICY ASSESSMENT

BUILDING CONTROL  
HELP NOTES

WARRANTY EXAMPLE

BUILDING CONTROL  
SIGN-OFF EXAMPLE