

DEPENDENCY-LED PLANNING TOOL

Interior design project timeline and dependency planner

A credible timeline links each milestone to the information, decision, approval, resource and predecessor required to achieve it. This planner deliberately provides no universal project duration. Use the current brief, design issue, procurement information, building rules and provider commitments to set project-specific dates.

Project and schedule basis

Project / property		Prepared by	
Schedule revision / date		Status date	
Contract / accepted proposal		Target outcome	
Working-calendar basis		Building access basis	

Five schedule rules

Rule	What to record	Why it changes the forecast
Use dependencies, not wish dates	Predecessor, approval, information, access and named owner for each milestone.	A date without a release condition cannot explain whether work is ready.
Separate date types	Target, forecast, committed or actual - with the party making the commitment.	An aspiration should not be reported as a supplier or contractor promise.
Keep one status date	Progress measured and information known up to one stated date.	Mixed update dates create a false picture of current progress.
Show uncertainty	Pending survey, design, authority, selection, quantity, lead time or site condition.	A precise bar does not remove an unresolved assumption.
Record the effect of change	Affected milestone, additional work, credit, procurement and revised critical path.	A changed drawing can alter several downstream dates even if site work has not started.

SHEET 1

Master milestone and dependency plan

Start with outcomes that can be evidenced. Add detailed activities only where they help a decision, handoff or risk; do not turn the owner schedule into an unreadable list of every site task.

ID	Milestone / evidence	Predecessor	Required information / approval	Owner	Target	Forecast	Actual	Status / risk
M-01								
M-02								
M-03								
M-04								
M-05								
M-06								
M-07								
M-08								
M-09								

EXAMPLE STRUCTURE	Milestone: construction information issued. Predecessors: approved developed design and coordinated specialist input. Evidence: current drawing/specification register. Status: at risk because two owner selections remain unresolved. Replace this example with project facts.
DATE DEFINITIONS	Target = desired outcome; forecast = current evidence-led expectation; committed = express party commitment; actual = recorded completion. If your contract uses different definitions, use those consistently.

SHEET 2

Decision and deliverable release schedule

A decision date should be the latest date that protects the dependent work, not the day a meeting happens. Record the consequence of missing it and whether the output actually closes the dependency.

ID	Decision / deliverable	Options or input due	Decision owner	Need-by date	Dependent milestone / order	Evidence of release	Status
D-01							
D-02							
D-03							
D-04							
D-05							
D-06							
D-07							

Stage-release check

Release gate	Minimum evidence	Released by / date	Open qualification
Brief / survey	Current user requirements, property basis, constraints and unresolved site facts.		
Design stage	Identified drawing/schedule revision and consolidated owner approval.		
Tender / appointment	Comparable scope, accepted clarifications, authority and contract documents.		
Construction / manufacture	Coordinated information, verified dimensions and approved material/sample basis.		
Handover	Tests, snags, warranties, manuals, record information and final-account status.		

SHEET 3

Procurement and installation dependency tracker

Work backward from the required installation window. Supplier lead time is only one component: information freeze, quotation, approval, payment, verified dimensions, manufacture, delivery access, inspection and predecessor work may all control readiness.

Item / package	Information freeze	Approval / sample	Order by	Lead-time basis	Delivery window	Predecessor / access	Install / test	Owner /
Kitchen								
Wardrobes								
Stone / tile								
Lighting								
Hardware								
Loose furniture								
Appliances								
Other								

LEAD-TIME SOURCE	Record the supplier or fabricator quotation, date and assumptions. Do not carry an old verbal estimate into the current forecast.
OWNER-SUPPLIED ITEM	Assign selection, compatibility, payment, receipt, damage, storage, connection, installation, testing and warranty responsibilities.
SITE READINESS	Confirm access, protection, predecessor work, verified dimensions, utilities and safe storage before reporting the package ready to install.

SHEET 4

Four-week lookahead and forecast update

Translate the master plan into near-term commitments. At each update, compare planned evidence with actual evidence, record the cause of movement and issue a revised forecast rather than silently moving dates.

Near-term plan

Week / dates	Planned outcome	Required predecessor	Information / decision	Responsible party	Readiness evidence	Constraint / action	Forecast status
Week 1							
Week 2							
Week 3							
Week 4							

Forecast change record

Update item	Previous basis	Current evidence	Milestone effect	Action / owner / due date
Progress	Planned completion or quantity	Actual evidence at status date	No effect / recoverable / forecast movement	
Decision / approval	Required release and need-by date	Approved / pending / revised	Affected activity or order	
Procurement	Quoted lead time and order basis	Current supplier confirmation	Delivery / installation effect	
Site / access	Working calendar and predecessor	Current restriction or readiness	Workfront effect	
Authorized change	Accepted scope and earlier programme	Approved value, work and time basis	Critical-path or milestone effect	

Update sequence: fix the status date; record actual evidence; reforecast incomplete work from current dependencies; identify the critical constraint and owner; record approved changes separately; then issue the revision and preserve the superseded schedule. Adapt this planner with the project's appointed professionals and contractual programme procedure.