



Now you've read through the example program, it's time to build your own. At this stage, you'll simply be using the example program to guesstimate how long it will take to go from signing your lease to opening day. But later down the track once you have selected your designer and shopfitter, you can come back and complete this worksheet again to build a more accurate program.

Check in with your team (designer, shopfitter, engineer, etc.) and make sure your deadlines are realistic and that they work for their schedules. And don't forget, any time you need to alter a deadline, make sure you adjust the remaining deadlines in your program and contact your shopfitter to advise them of the delay as well and determine how it will impact the rest of your program.

YOUR PROGRAM

Note: Days are working days (Monday to Friday), so one week = 5 days

STEP	WHO?	NOTES	DAYS	WEEKS	START DATE	END DATE
Find & brief your designer	You	This could take longer, but you should be able to find someone within a week				
Designer creates concept plans	Designer	Confirm timeframe with your designer in advance				
Review your concept plans	You	This is important – don't rush it – try to think of everything.				
Landlord reviews plans	Landlord	Don't send the concept until you are happy with it and the designer has made any necessary changes. (Refer to 6.1)				
Designer creates preliminary plans	Designer	Confirm timeframe with your designer in advance				
Review preliminary plans	You	As above – this is important!				
Time to order equipment/furniture/lighting	You	Check the lead times for anything your designer has specified so you can order them in time				
Landlord reviews plans	Landlord	As above, make sure any revisions are included before you send them.				
Send plans to engineers if required	You	Happens at the same time as the landlord is reviewing the plans, so no extra days in this step. May not be needed if your fitout is simple.
Designer creates final plans	Designer	Confirm timeframe with your designer in advance				
Review final plans	You	This will be the final set, so they need to have everything you can think of included! (Refer to 6.1)				
Landlord reviews final plans	Landlord	Again, make sure you're happy before sending to the landlord.				

STEP	WHO?	NOTES	DAYS	WEEKS	START DATE	END DATE
Issue plans to building certifier	You	Happens at the same time as the landlord is reviewing the final plans, so no extra days at this step.	•	•	•	•
Issue tender to shopfitters	Shopfitter	Drawing up and issuing the tender will take a few days, and you should leave it with the shopfitters for at least two weeks.				
Tender reviews & negotiation	You	When prices come back you will have questions and might want to negotiate with one or more of the shopfitters, that happens this week.				
Landlord sends plans for Cat 1 pricing	Landlord	Happens at the same time as your tender issue and review, so no extra time at this step.	•	•	•	•
Landlord sends Cat 1 pricing to you for approval	Landlord	Happens at the same time as your tender issue and review, so no extra time at this step.	•	•	•	•
Cat 1 works carried out	Landlord	This may run late, so allow a little extra time.				
Shopfitter contract & mobilisation	Shopfitter	The shopfitter needs to place orders and send you the safety documentation, and may wait for you to pay a deposit.				
On site works	Shopfitter	Depends on the complexity of your fitout and how long your fitout period is. ALWAYS have the build period one week shorter than your fitout period!				
Stocking, training etc.	You	This is what that last week is for! Don't forget that you need to get yourself set up, take stock deliveries, train staff and all those other things that often get forgotten! (Refer to 10.4)				
Open for Trade!	You	FINALLY!!	•	•	•	•

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