

Commercial Office Construction Timeline Template

Phase	Task	Start Date	End Date	Responsible Party	Status
Pre-Construction	Project Planning & Approvals				
Pre-Construction	Design & Engineering				
Procurement	Permitting & Licensing				
Procurement	Material & Equipment Ordering				
Construction	Site Preparation				
Construction	Foundation & Structure				
Construction	MEP (Mechanical, Electrical, Plumbing)				
Construction	Interior Build-Out				
Close-out	Final Inspections				
Close-out	Occupancy & Handover				

Notes:

This template provides an overview of key phases and tasks involved in a typical commercial office construction project. Adjust tasks, dates, and responsibilities as needed for your specific project.