

# List of Spreadsheets a Construction & Contractor Company Must Have

Unlike other ventures, [starting a construction business](#) takes much more effort and time. The decision-making processes of the owners have to pass through many loose ends to meet expectations and goals. And although there are various types of [success strategies](#) available for the people involved in the business, it takes more than research to achieve the height of other well-known construction companies and contractors in the industry.

To become better competitors in the sector, construction companies have to utilize different methods and try risks. Besides that, businesses should take the opportunity to learn the ropes of using modern construction technology for the procedures in the business. One of the things that construction companies need to learn is making use of different types of spreadsheet samples. This article will thoroughly discuss the opportunities that come with choosing these spreadsheet samples for the construction business.

## Construction Progress Timeline Tracker

Every [construction project has a definite timeline](#). From the commencement of the first scheduled work to the completion of the final requirements, the contractor and client should observe the workflow. Like any investor, progress is a critical point in making sure that the investment will reap the rewards later. To obtain the goals set by the project, people involved in the business should do their respective responsibilities.

Work estimating is important when starting a construction project. Through this method, the workers have a clearer view of the needed points to complete in meeting objectives. Each department has a role to play and a task to accomplish. [Construction estimate](#), on the other hand, is also essential in having specified milestones for the workers in the project. Moreover, when the project manager identifies these requirements, they can create a spreadsheet to track the timeline progress of the project, which assists officers in tracing setbacks and achievements in the workplace.

# Construction Project SWOT Analysis Templates

Construction projects have to undergo various [bidding processes](#) to fit the expectations and qualifications of project owners and hired contractors. More importantly, they should do a [swot analysis](#) to determine the benefits of the construction project. By doing so, the construction company and owner of the project can easily revise the contents to have a better strategic plan. Moreover, an analysis will prepare the company for possible setbacks in the project. After several bid worksheets and risk assessments, the results will be the final points in the construction project plan. Through project swot analysis templates, the contractor can also figure out some problems they can encounter while doing the work. Similar to subcontractors, they can list down the advantages of choosing this plan for their next project.

Again, the project swot analysis comes before the team creates [budget plans](#). In the [pre-construction phase](#), swot analysis is one of the components that help contractors and clients in their decision to go with the plan or make adjustments.

## Construction Estimator

When the analysis is complete, the planners can move to the next step and spreadsheet. It is the prerogative of construction project planners to provide an initial assessment of the project costs. Some of these expenses are the wages of the laborers, engineers, supervisors, carpenters, roofers, and administrative officers. Included also are the material expenditures and the rental or purchase of construction equipment. By using [cost estimation](#) software and a cost worksheet, subcontractors and other contractors can come up with a drafted cost plan for the convenience of planners. The planners, engineers, and architects can decide whether to accept the content of the file and add some details or to decline it altogether. They have the responsibility of making sure that the data on the estimation sheets are accurate and acceptable for the project.

If the document passes the requirements, the [project management](#) team can create a construction takeoff to list down the immediate tools that the project needs to start the work on the construction site. All these paperwork and spreadsheet software come together to lessen the load of planners and managers.

## Construction Budget

Not all construction projects are about the formation of a new building. Instead, it can also be the remodeling of old projects or the refurbishing of some establishment. Whether the plan is for the creation of something new or the renovation of an outdated place, it demands a sufficient budget. In accomplishing the goals set for the project, the

people-in-charge should receive the funds that will maintain the operations within the construction site and on the proceedings in the administrative offices. With that, budget planners use a project budget sheet to formulate a schematic to meet the necessities of the project. This spreadsheet form is relevant in tracing where the areas that require funds.

Whether the cost allocation is for a commercial construction budget or a residential property, the management should do cost control to avoid overruns. Unnecessary spending continues to be a problem in construction projects. To lessen this problem, planners use construction budget estimate spreadsheets to calculate the outflow of funds accurately.

## **Construction Expense Tracker**

Accompanying [construction budget](#) spreadsheets are expense tracker forms. This essential tool makes managing the resources more comfortable. Instead of moving from one document to another when updating the movement of funds, the planners and accounting staff can do finance tracking with the use of spreadsheets. Moreover, they can use cash flow estimates to provide an approximation of the money to release on specific dates. With this method, the liquidation process of the construction business will not meet loopholes, and mysterious unbalances on checks. To avoid the possibility of having unreliable information on the expense tracker, the accounting staff should only be the people to handle the affairs that include the budget for the project.

In addition, an expense tracker system is practical to use when the project involves many projects happening in different construction sites. When the construction company simultaneously starts various plans at the same, the tendency of confusing one plan from another is very likely to happen. With that, it is best to use an expense tracking spreadsheets.

## **Construction Payroll Tracklist**

Together with an expense tracker spreadsheet, the accounting staff uses a payroll tracklist spreadsheet to trace the budget for labor wages. As the procedures in businesses, the administrators look at the timesheet and labor worksheet to determine the performances of workers in the construction site. Through the tools, the payroll officer can make reductions on lates, absences, and undertime. A particular budget is allotted for the wages of workers. But when some laborers are not performing well and have drawbacks, it can have sanctions. In other instances, the termination of contracts can change the budget for the salaries of the employees. If some workers get laid off, hiring can be done to replace the loss of manpower.

Going back, using the payroll tracklist spreadsheet will make the work of payroll officers easier. Manual calculations, which take time and effort, are no longer the problem of the staff. Nevertheless, they have to be careful during the input of the dates and hours of work.

## **Construction Time and Materials Invoice**

Another important spreadsheet that comes with budget sheets is time and materials invoice spreadsheets. Time and materials, often termed as T&M, is the approach that construction companies use when project estimation is too lenient. In other words, it is like a backup plan for some construction companies, especially when the project is likely to change courses. The procedure of T&M is easy to understand and quick to use. For this agreement, the employer only pays the contractor or subcontractor based on the hours spent in the construction site and the materials used in the construction operations.

Since the process revolves around this concept, the expense sheet will only show the time spent by the workers and the number of construction materials utilized during that specific timeframe. With that, the [accounting spreadsheet](#) will have different data as it depends on the workload of the laborers. The invoice which will reflect on the spreadsheet has various remarks.

## **Construction Schedule Checklist**

Without a schedule, construction projects will face numerous problems. The flow of work will have disruptions when the laborers do not follow a schedule. So, it is vital for construction companies and contractors to have a plan for tasks and activities that will commence on the site. Although used not only for the operations in the construction site, these are also beneficial for the mapping out when to deliver the construction materials and tools. Most contractors use a construction checklist to list down the predetermined schedules and plans. In this way, the planners can trace the activities on the site and see the things that got overlooked. Sometimes, they use schedule templates to make the process of scheduling more manageable. After all, construction companies and contractors meet different deadlines and responsibilities every day.

Schedule [checklist spreadsheets](#) are accessible at any time of the day and on any digital gadget. With its convenience, engineers and architects can avoid printing and reprinting the list—saving time and resources.

## Construction Task List Monitoring

Monitoring the completion of the task list distributed by the planners is the obligation of the head supervisors. After releasing the schedule list for the day (or week), the supervisors look at the progress and accomplished work of the laborers. The project managers can observe the happenings in the construction site and make notes about the productivity and performance of the worker using the spreadsheet prepared by the planners. This makes the task easier for the supervisor since he or she does not need to print anything. Furthermore, they can separate the task list by departments to fully comprehend the status of the project. By only carrying their gadgets, they can save more time for other work-related activities.

In every construction project, having a task list is a requirement. Most contractors and subcontractors even have their own checklists to mark off finished tasks. They also use spreadsheets to make organizing more comfortable.

## Daily or Weekly Inspection Report

This section is mostly the responsibility and work of head supervisors, engineers, architects, and project managers. At the end of the day, the leaders inspect the construction site to determine if the progress of the project is visible. [Daily reporting](#) is necessary not only for the owner or construction company, but it is vital for the contractors. With this document, the officers can provide some form of feedback on the level of improvement that the project lacks or the strong points that the laborers need to continue.

The daily or weekly inspection report will also be important when creating the [project punch list](#). When the engineers notice the lapses and missing requirements a few weeks before the deadline, the subcontractors can prioritize it and start amending the issues. If there are no inspections, chances of delays in the construction processes are possible. The officers use spreadsheets to discuss the assessment and status of the project.

## Construction Project Punch List

Most construction projects—before its proposed completion date—encounter numerous issues. During the inquiries conducted by inspectors and engineers, some plans and specifications are not carried right away by the laborers. When that happens, these issues will be on the project punch list. The punch list contains the locations and areas that require the extra work of the workers. Some cases are new painting colors, faulty wiring on lights, and plumbing problems. These may look simple, but this affects the overall look of the establishment.

The responsibility of nitpicking the rooms and floors of the structure fall under engineers or inspectors. They have to make sure that all the places pass the standards set by the company. If the area does not deliver the qualifications, they need to rework it. Through project punch list spreadsheets, the inspector or engineers can easily update the material when accomplished by the construction laborers or subcontractors. The spreadsheet is also relevant to the construction project as the client also has access to the list and is aware of the situation on the construction site.

## **Construction Documentation Tracker**

A documentation tracker is the record of the developments in the construction site. It includes the improvement of the work and performance of the people employed by the construction company or contractor. Without this tool or method, the construction company cannot provide sufficient details that entail their effective handling of project management. In making this process less hassle to the documentation team, they often use a spreadsheet tracker to record the happenings within a specific period.

Often, they choose weekly documentation but record the progress of the construction project daily. Since the inspectors allot time on observing the site, they can find setbacks and errors which the supervisor addresses and adds in the punch list. The end-goal of construction project management is providing effective planning methods and implementing the procedures to meet the deadlines set by the company. This documentation tracker is relevant to the administration.

Construction companies that want to succeed in this sector have to remember many things and should take on many challenges along the way to gain a favorable outcome. They have to keep in mind that success cannot happen overnight. Instead, the people who want to reach their destination have to start somewhere. In this industry, the trends continue to change and evolve into something better. Today, [construction software](#) is a relevant tool that assists construction companies in achieving their business goals. The importance of technology comes in handy as it improves the spheres in conducting planning and scheduling in the construction industry. With that, using spreadsheets and software will help companies achieve their aims in the industry.