



The Build Desk

BD-01 · USER GUIDE · VERSION 1.0

Build programme

One programme for every plot and stage.

Who it's for

Construction and project managers planning and running a site, and anyone who needs reliable plot dates.

In this guide

- What this tool does
- What's in the workbook
- Step by step
- Key inputs
- Reading the results
- The worked example
- Tips from practice



What this tool does

BD-01 sets out every plot's build from start to completion across seven stages. It plans each stage from the plot start and the stage durations for its house type, records actual finish dates, carries any slip forward to forecast completion, and shows plots behind, a two-week look-ahead and completions by month.

What's in the workbook

Tab	What it's for
Guide	How to use the tool, in brief.
Summary	Progress, completions by month and plots behind.
Set-up	Dates, plot start interval and stage durations.
Programme	Every plot's planned, actual and forecast dates.
Look-ahead	Stages due from a week ago to two weeks ahead.
Licence	Your licence details and terms.

Using the workbook

You'll see	What it means
White cell, blue text	Your inputs. These are the only cells you can change.
Black text	Calculated. Locked so formulas can't be overwritten by accident.
Green text	Pulled from another tab.
Green cell	The key result on that tab.
Red text	Something needs attention: a late date, a high risk or an expiring quote.

The worked example is already filled in, so you can see how every input should look. Replace it with your own figures; nothing else needs setting up.



Step by step

- 1 Set-up tab.** enter start on site, the first plot start, the days between plot starts and stage durations by house type.
- 2 Programme tab.** list each plot with its house type and tenure; add a start override where a plot starts out of sequence.
- 3 Actual dates.** enter the date each stage finishes on each plot as it happens.
- 4 Review.** use the Summary and Look-ahead tabs each week; forecast completions go to BD-15.

Key inputs

Input	What to enter	Worked example
Stage durations	Weeks per stage for each house type.	Superstructure, Type C: 6
Days between starts	How often a new plot starts.	7
Actual finish	The date a stage finished.	4 Oct 2027
Start override	A start out of sequence.	Plot 20: 1 Nov 2027

Reading the results

Result	What it tells you
Slip	Days behind (or ahead) at the latest finished stage.
Forecast completion	Planned completion plus slip.
Status	Not started, On programme, Ahead, Behind or Complete.
Look-ahead	Stages finishing soon, for the site meeting.

The worked example

Figures are illustrative, to show how the tool works. They are made up.

Worked example	Result
Plots	45
Plots started	21
Plots complete	2
Plots behind programme	7
Most days behind	14

Tips from practice

- Set realistic stage durations from your own last site, not a textbook.
- Record actuals the day the stage finishes.
- Explain every plot more than a week behind in BD-14.



Questions

Why does one late stage move the whole plot?

Later stages usually follow on, so the slip carries forward until you catch up.

Can plots start out of order?

Yes. Use the start override.

Where do the dates go?

To BD-15 completion forecast, CM-09 procurement and the customer desk.

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