

Landscaping Project Management Template

SUMMARY

Managing multiple landscaping projects simultaneously on spreadsheets and paper records creates chaos—lost schedules, scattered cost tracking, and siloed operations make it nearly impossible to monitor progress effectively.

This comprehensive project management template provides a structured approach to map out entire projects from design to completion.

Why this template works

- **Eliminates silos:** Centralizes all project information in one accessible format.
- **Improves accountability:** Clear task assignments and progress tracking for every team member.
- **Controls costs:** Real-time budget monitoring prevents overruns and identifies profit opportunities.
- **Enhances communication:** Structured updates align clients, office staff, and field crews.

How to use this template

1. Download and customize the template for your specific project needs
2. Input project details and assign clear responsibilities
3. Share with stakeholders and team members for collaborative input
4. Set realistic timelines and establish regular progress-update intervals
5. Monitor performance, track costs, and adjust budgets as needed

Best results: Use this template alongside project management software for automated tracking and real-time updates.



Project overview

Project Name:

Client:

Project Manager:

Crew Leader:

Project Type: Hardscaping Planting Maintenance Lighting Other:

Timeline:

- Start date:
- End date:
- Total duration: [number] days/weeks

Budget summary:

- Total project budget: \$
- Labor budget: \$
- Materials budget: \$
- Equipment budget: \$
- Contingency (10%): \$

Project objectives:

Project scope summary:



Task breakdown and scheduling

Phase 1: Pre-construction/planning

Task	Assigned to	Start date	End date	Status	Notes
Site assessment and measurements				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Design finalization				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Permit applications				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Material ordering				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Equipment scheduling				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Client approval sign-off				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	



Phase 2: Site preparation

Task	Assigned to	Start date	End date	Status	Notes
Site clearing and cleanup				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Excavation/g rading				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Utility marking and protection				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Drainage installation				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Base preparation				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	



Phase 3: Installation/construction

Task	Assigned to	Start date	End date	Status	Notes
Hardscape installation				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Irrigation system				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Electrical/lighting				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Planting (trees/shrubs)				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Lawn installation				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Mulching/finishing				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	



Phase 4: Completion and handover

Task	Assigned to	Start date	End date	Status	Notes
Final cleanup				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Quality inspection				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Client walkthrough				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Documentation handover				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
Final invoicing				<input type="checkbox"/> Not started <input type="checkbox"/> In progress <input type="checkbox"/> Complete	



Budget and cost tracking

Labor costs

Role/Crew	Hourly rate	Estimated hours	Actual hours	Estimated cost	Actual cost	Variance
Project manager						
Crew leader						
Equipment operator						
General laborers						
TOTAL LABOR						



Equipment costs

Equipment	Daily rate	Estimated days	Actual days	Estimated cost	Actual cost	Variance
TOTAL EQUIPMENT						



Cost summary

Category	Estimated	Actual	Variance	% Over/under
Labor				
Materials				
Equipment				
PROJECT TOTAL				



Permits and regulations

Required permits

Permit type	Required?	Application date	Approval date	Status	Responsible party
Building permit	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Applied <input type="checkbox"/> Approved <input type="checkbox"/> N/A	
Excavation permit	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Applied <input type="checkbox"/> Approved <input type="checkbox"/> N/A	
Tree removal permit	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Applied <input type="checkbox"/> Approved <input type="checkbox"/> N/A	
Electrical permit	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Applied <input type="checkbox"/> Approved <input type="checkbox"/> N/A	
Water/irrigation permit	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Applied <input type="checkbox"/> Approved <input type="checkbox"/> N/A	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Applied <input type="checkbox"/> Approved <input type="checkbox"/> N/A	

Regulatory compliance

- Utility locations marked (Call 811)
- Environmental regulations reviewed
- Local zoning requirements verified
- HOA approvals obtained (if applicable)
- Setback requirements confirmed
- Drainage regulations compliance



Crew and resource allocation

Team assignments

Crew 1:

- Leader:
- Members:
- Primary responsibilities:
- Equipment assigned:
- Schedule:

Crew 2:

- Leader:
- Members:
- Primary responsibilities:
- Equipment assigned:
- Schedule:

Crew 3:

- Leader:
- Members:
- Primary responsibilities:
- Equipment assigned:
- Schedule:



Equipment schedule

Equipment	Assigned to	Start date	Maintenance due	Status
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance
				<input type="checkbox"/> Available <input type="checkbox"/> In use <input type="checkbox"/> Maintenance



Material delivery schedule

Material	Supplier	Delivery date	Delivery location	Received by	Status
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered
					<input type="checkbox"/> Ordered <input type="checkbox"/> Shipped <input type="checkbox"/> Delivered



Progress tracking and communication

Daily progress log

Week of:

Date	Weather	Crew present	Tasks completed	Issues/challenges	Next day plan



Issue tracking

Date	Issue description	Priority	Assigned to	Action taken	Resolution date	Status
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved
		<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low				<input type="checkbox"/> Open <input type="checkbox"/> In progress <input type="checkbox"/> Resolved



Client communication log

Date	Communication type	Contact person	Topic	Follow-up required	Status
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete
	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In-person			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Open <input type="checkbox"/> Complete



Change orders

Date	Change description	Requested by	Cost impact	Time impact	Approved?	Status
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected
					<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Approved <input type="checkbox"/> Rejected



Quality control and safety

Quality checkpoints

Milestone	Quality standard	Inspection date	Inspector	Pass/fail	Notes
Site preparation complete				<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Phase 1 installation				<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Phase 2 installation				<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Final completion				<input type="checkbox"/> Pass <input type="checkbox"/> Fail	



Safety tracking

Date	Safety topic	Training completed	Incidents	Corrective action
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Safety checklist (daily)

- [] Personal protective equipment available and used
- [] Equipment inspected before use
- [] Site hazards identified and marked
- [] Emergency contact information posted
- [] First aid kit accessible
- [] Tool and equipment safety briefing completed



Project completion and handover

Final deliverables checklist

- All contracted work completed per specifications
- Site cleaned and debris removed
- Quality inspection passed
- Client walkthrough completed and signed off
- Warranty information provided
- Maintenance instructions delivered
- Final invoice submitted and payment received
- Project photos taken for portfolio
- Equipment returned to inventory
- Crew performance evaluations completed

Client satisfaction survey

Overall project rating: ★★★★★

Areas for feedback

- Communication:

- Timeliness:

- Quality:

- Professionalism:

- Value:

Comments:



Project lessons learned

What went well:

Areas for improvement:

Recommendations for future projects:



Project summary and analysis

Financial performance

- Final project cost: \$
- Original budget: \$
- Variance: \$ (% over/under)
- Profit margin: %

Timeline performance

- Planned duration:
- Actual duration:
- Variance: days (% over/under)

Key success metrics

- Client satisfaction score: /5
- Safety incidents:
- Quality issues:
- Change orders:
- Team efficiency rating: /5

Recommendations for future projects

