

PROJECT CONNECTIONS / PLANNING KIT 04

Choose the Right Projects in the Right Order.

Spring Home Project Prioritization Planner

Turn household concerns and seasonal ideas into a practical sequence of assessments, maintenance and chosen improvements.

PRINT-READY WORKBOOK / 14 PAGES

Illustrative supplied photo; not member project evidence.

FOUNDED 1994 / CAMDEN / GLOUCESTER / BURLINGTON

SOUTHJERSEYBUSINESSASSOCIATION.ORG

Set your spring planning boundaries

Begin with household needs and available time, not a shopping list. A useful outcome may be an assessment, a smaller phase or a documented decision to defer.

YOUR STAGE / Observe / Prioritize / Coordinate / Review

Household goal / measurable result / decision owner

Time and spending boundaries / people to consult

Target decision date / progress measure / review cadence

USE THIS WORKBOOK

Gather facts and requirements / pages 3-6

Compare and coordinate / pages 7-10

Review readiness and act / pages 11-14

Record immediate safety concerns for qualified assessment rather than treating them as ordinary optional projects.

Observe safely and gather records

Use safe ground-level observations and records already held. Do not climb, enter hazardous spaces or diagnose a technical problem from appearance.

Observation / record	Date / source / uncertainty	Assessment question
Exterior / roof visible from ground		
Water / drainage observations		
Trees / planting / outdoor access		
Interior concerns / existing reports		
Past work / warranties / service records		

Next question / responsible person / review date

Describe what you see, when it appeared and what remains unknown. Ask a qualified professional to assess causes.

Sort the task inventory

Use assess, maintain, repair, improve or defer as a planning label. The label should change when professional findings change the need.

Task	Planning label / reason	Verification / dependency
Task 1 / area / desired outcome		
Task 2 / area / desired outcome		
Task 3 / area / desired outcome		
Task 4 / area / desired outcome		
Task 5 / area / desired outcome		

Next question / responsible person / review date

For each task, record why it belongs in this category and what would change your decision.

Choose priorities with evidence

Set your own importance scale. Ask professionals to confirm urgency; a numerical score must not override an unresolved safety issue. Compare disruption and uncertainty alongside cost.

Importance scale and meaning: _____

Decision factor	Project A	Project B
Project / household importance		
Professional urgency finding / source		
Cost confidence / expected disruption		
Prerequisite / defer consequence		

Chosen order / reason / decision owner / next review

Choose assess now, schedule, phase or defer. Record the decision owner and the evidence that would change the order.

Coordinate seasonal dependencies

Include only roles the work actually needs. A roof or moisture concern may affect painting; site work may affect planting or access. Verify the dependency instead of assuming a universal sequence.

Roof / chimney specialists where relevant

Ask which assessment or repair must occur before adjacent exterior work.

Owner: _____ Due: _____ Received by: _____

Exterior / painting / repair providers

Confirm substrate condition, preparation and which specialist work is excluded.

Owner: _____ Due: _____ Received by: _____

Landscape / drainage professionals

Clarify intended work, utility/boundary questions and protection of completed work.

Owner: _____ Due: _____ Received by: _____

Household coordinator

Confirm access, disruption and who receives each completed-stage record.

Owner: _____ Due: _____ Received by: _____

These are conceptual roles, not verified SJBA seats. A general repair provider must stay within authorized qualifications and scope.

Verify before ground or building work

Ask the local enforcing agency and relevant professionals about the actual scope. Use NJ One Call guidance before relevant digging and follow its current process. [S2, S3]

01 / Property boundaries / access / utility markout questions

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

---

02 / Municipal permit / zoning / inspection questions

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

---

03 / Specialist scope / environmental or property restrictions

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

Record who will obtain required confirmation and the evidence needed before work starts. A markout is not a property survey or a blanket permission to excavate.

Build a phased project budget

Use comparable scopes and actual quotes. Separate necessary assessment from optional improvements and record when materials or deposits affect cash.

Period / scenario: _____ Currency: _____

Cost / responsibility	Estimate	Confirmed	Source / cash due
Assessment / design / advice			
Priority maintenance or repair			
Optional improvement phase			
Materials / delivery / access			
Permits / specialist checks			
Contingency / reserved funds			

Total / one-time vs. recurring / decision owner / next review

Identify what can be deferred without undoing earlier work. Total each phase separately before comparing it with available funds.

Compare professional proposals

Check qualifications, current registration or licensing where applicable, references and actual scope through appropriate sources. [S1]

Option / provider A: _____ B: _____

Comparison point	A / evidence / date	B / evidence / date
Scope / exclusions / assumptions		
Qualifications / relevant work		
Permits / specialist responsibilities		
Protection / cleanup / handoff		
Price / changes / weather delays		

Tradeoff / information needed / decision owner / review date

For handyman or limited-repair work, ask what is excluded and which licensed trades are required. Do not treat a general title as authority for every task.

Build a weather-aware sequence

Use realistic windows, not universal seasonal deadlines. Make each start conditional on prerequisites, confirmed access and provider availability.

RECORD 01

Task / proposed window / weather dependency

Prerequisite / material delivery / access and protection

Responsible role / cleanup handoff / household adjustment

RECORD 02

Task / proposed window / weather dependency

Prerequisite / material delivery / access and protection

Responsible role / cleanup handoff / household adjustment

Leave a buffer for uncertain work. Record who decides to resequence and who must be informed.

Log changes before handoffs

Record a change and its effect on scope, cost and timing before the next provider relies on it. Keep the actual written approval separately.

RECORD 01

Work or change / reason / evidence reference

Approval status / cost and schedule effect / owner

Next provider / information delivered / receipt date

RECORD 02

Work or change / reason / evidence reference

Approval status / cost and schedule effect / owner

Next provider / information delivered / receipt date

A coordination check is not a qualified inspection. Identify the required verifier for technical decisions.

Close this season and plan the next

Compare completion evidence with the agreed scope. Keep maintenance instructions from the actual provider or manufacturer rather than inventing a schedule.

[ ] Completion / exclusions / unresolved work recorded

Evidence / accountable owner / date: _____

[ ] Applicable inspection and specialist records retained

Evidence / accountable owner / date: _____

[ ] Instructions / warranties / responsibilities assigned

Evidence / accountable owner / date: _____

[ ] Next-season concerns and review date captured

Evidence / accountable owner / date: _____

Go / no-go decision, reason and limits / decision owner / date

Fallback / next action / review trigger

A deferred item needs a review trigger, not a forgotten note. Record changed conditions that should prompt earlier assessment.

Conversations and accountable next steps

Bring the priority list and dependency questions to the professionals whose scope fits the work.

Assessment lead: What needs attention before cosmetic work or optional upgrades?

Project providers: What must be completed, protected or confirmed before your stage starts?

Role / meeting date / question / documents to bring

Recommendation / next action / owner / deadline / follow-up

Decision / limits: _____ Review cadence: _____

PRIORITY 1 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

PRIORITY 2 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

Keep completed records private. Share only what the recipient needs through an agreed secure channel.

Sources and your next connection

Primary resources checked October 15, 2026 (UTC). Recheck before acting. Blue underlined titles are clickable; [S#] references identify the sources below.

[S1] NJ Consumer Affairs: Nail It

Home-improvement contractor selection, registration checks and consumer resources.

[S2] NJ DCA: Construction Permit Resources

Permit and work-classification resources; confirm the specific project with the local enforcing agency.

[S3] New Jersey One Call: Homeowners

Official markout process and ticket requirements before relevant digging.

General educational planning information, not individualized legal, engineering or construction advice. Requirements vary; qualified professionals and responsible authorities should confirm applicable decisions.

Need professional guidance?

Explore current professionals in the SJBA directory. Bring your questions. Roles in this workbook are conceptual; verify representation, qualifications, scope and availability.

About SJBA

Founded in 1994, the South Jersey Business Association is a structured, performance-driven, category-exclusive referral network for serious South Jersey business owners. SJBA does not guarantee member work or results.

Established business owner? Explore a meeting visit.
Visit SJBA for current resources and information.