

MASTER PLANNING CHECKLIST

The key considerations for future-proofing your facility

☐ Start with the end in mind.

Big-picture thinking builds better facilities. A long-term mindset now saves major costs and changes later.

- What does success look like in 2, 5, 10 years?
- Where is your business heading?
- What opportunities are on the horizon?
- What kind of flexibility will you need to grow?

☐ Maximise your land and building potential by understanding the nature of your project.

Make every square metre count.

Greenfield site:

- Develop a fresh master plan.
- Find a site that supports your vision.
- Plan services and access from scratch

Brownfield site:

- Get creative within existing space.
- Explore repurposing areas, adding mezzanines, or reconfiguring flow.
- Don't forget what's outside the building—room to expand, utilities, traffic flow.

☐ Think of your facility as a collection of interconnected functional areas.

Your facility like a puzzle—all the pieces need to fit now and into the future.

- Offices, chillers, prep rooms, packing, storage—they're all functional areas.
- How will a change in one space affect the others?
- What extra space might you need in future?
Tip: Sketch it out. Create a basic layout and consider flow, connections, and bottlenecks. Plan blocks and flows—production doesn't happen in isolation, it flows.
- Map how raw materials enter and become finished goods.
- Consider internal flows (staff, product, waste) and external ones (trucks, deliveries).
- Keep it smooth, logical, and efficient.
Tip: Start with arrows on a whiteboard. You'll be amazed what it reveals.

☐ Consider essential utilities that are the lifelines of your operation.

Utilities are the lifeblood of your facility, think beyond the walls.

- Where are your water, waste, refrigeration and power systems now?
- Can they scale up with your business?
- What about loading docks, truck access, maintenance areas?
Tip: Planning utility growth early = fewer headaches later.

☐ Compliance with planning and building codes is non-negotiable.

Regulations can be complex—tackle them early.

- Town planning, fire safety, sprinklers, car parking—all matter.
- Extending a small building can trigger major compliance upgrades.
- Get expert advice so you can budget and plan with confidence.
Tip: Avoid the "we didn't think of that" moment. Build it into the plan from day one.

☐ Select an experienced project partner.

You don't have to plan alone—get input and keep communicating.

- Talk with your internal teams early—production, marketing, leadership.
- Ask your suppliers, customers, and community for input.
- Consult experts who know what's possible and what's next.
- Keep people in the loop—create a simple communications plan.
- Document, share, and refine your plan.
- Summarise your vision, layout, priorities and future stages.
- Share it with key decision-makers and teams.
- Use it to guide all future decisions—buildings, equipment, staffing.
Tip: A great master plan will save time, cost, and confusion for years to come.

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