

PROJECT SCHEDULING CONTROL SHEET

PROJECT NAME _____

Responsibility Priority 1 = Primary Responsibility 2 = Secondary Responsibility 3 = Information Only

PRE-PLANNING PHASE PHASE											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #'s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
1	Initiate Project Concept										
2	Select Architect										
3	Issue Architect Contract										
4	Establish Team Representatives										
5	Establish Communications Procedures										
6											
7											
8											
9											
10											

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CONCEPTUAL PLANNING PHASE											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
1	Establish Overall Project Budget										
2	Develop Environmental Program/Review Impact										
3	Conduct Course Review/Evaluation										
4	Review Existing Irrigation/Drainage Network										
5	Coordinate with Government Agencies (if necessary)										
6	Evaluate Financial Feasibility										
7	Develop Conceptual Estimate										
8	Evaluate Budget vs. Estimate										
9	Perform Process Hazards Review										
10											

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SCHEMATIC DESIGN PHASE											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
1	Prepare Design Schedule										
2	Recommend Basic Materials & Systems										
3	Prepare Schematic Drawings										
4	Prepare Outline Specifications										
5	Retain Social Consultants										
6	Analyze Alternate Systems										
7	Conduct Constructability Analysis										
8	Conduct Quality Review Meeting										
9	Establish Reporting Procedures										
10	Develop Bid Package Format										

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<i>SCHEMATIC DESIGN PHASE (CONTINUED)</i>											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
11	Identify Long Lead Items										
12	Update Conceptual Estimate										
13	Analyze Budget vs. Conceptual Estimate										
14	Update Master Schedule										
15	Establish Required Construction Standards										
16											
17											
18											
19											
20											

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DESIGN DEVELOPMENT PHASE											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
1	Confirm & Update Design										
2	Evaluate Aesthetic Concepts										
3	Evaluate Structural & Mechanical Systems										
4	Conclude Value Engineering										
5	Refine Outline Specifications										
6	Complete Design Development Drawings										
7	Prepare Bidders Lst										
8	Update Master Schedule										
9	Analyze Budget vs. Estimate										
10	Refine Program Budget										

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DESIGN DEVELOPMENT PHASE (CONTINUED)											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
11	Prepare Long Lead Purchases										
12	Prepare Financial Appropriation										
13	Prepare Required Site Standards										
14	Conclude Process Hazards Review										

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CONTRACT DOCUMENTS PHASE											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
1	Update Design Schedule										
2	Establish On-Site Staffing										
3	Finalize Plans & Specifications										
4	Finalize Construction Estimate										
5	Finalize Project Budget										
6	Arrange & Coordinate Temporary Utilities										
7	Final Review of Contract										
8	Finalize Safety Program										
9	Finalize Bidders List										
10	Review of Insurance Requirements										

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BIDDING PHASE											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
1	Issue Invitations to Bid										
2	Conduct Pre-Bid Meetings										
3	Receive & Evaluate Bids										
4	Notify Successful & Unsuccessful Bidders										
5	Line Item or Cost Negotiations										
6	Pre-Award Negotiations & Revisions to Bids										
7	Final Selection of Contractor										

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CONSTRUCTION PHASE											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
1	Issue Purchase Orders										
2	Prepare Submittal Control Logs										
3	Set-Up Construction Field Office										
4	Arrange & Coordinate Temporary Requirements										
5	Review Permit or Environmental Requirements										
6	Establish Site Entry & Exit Locations										
7	Establish Pedestrian or Vehicle Traffic Control										
8	Establish Laydown, Storage, Loading & Unloading Areas										
9	Monitor Progress & Update Schedule										
10	Coordinate Daily Work Activities										

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CONSTRUCTION PHASE (CONTINUED)											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
11	Conduct Regular or Special Job Meetings										
12	Prepare & Monitor Project Cost Controls										
13	Weekly, BiWeekly, or Monthly Reports										
14	Inspect & Monitor Contractor's Progress										
15	Monitor Work for Design Conformance										
16	Prepare Applications for Payments										
17	Evaluate & Approve Contractor Performance & Schedule Conformity										
18	Prepare & Process Change Orders										
19	Interpret Plans & Specifications										
20	Review Site Safety Conformity										

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CONSTRUCTION PHASE (CONTINUED)											
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE			
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM	DATE
21	Conduct Weekly Staff or Team Meetings										
22	Administer Site Security Program										
23	Prepare Work Procedures for Special Jobs										
24	Conduct Incident Investigations & Reports										
25	Coordinate Delivery/Receipt of Owner Supplied Equipment										
26	Certify Contractor Completion Phases & Document										
27	Prepare Final Cost Accounting Reports										
28	Prepare Project Completion Punch Lists										
29	Complete Project Closeout Notices										