

In-House Project Task Review Checklist

Planning Event		Date	Complete		
Contractor Planning					
Determine full scope of project		/			
Conduct Area/site Reconnaissance		/			
Establish work breakdown structure		/			
Prepare chart of accounts directory/filing	g system	/			
Develop cost estimate		/			
Summarize materials by source		/			
Prepare control schedule		/			
Develop time-phased budgets		/			
Develop risk management plan		/			
Review insurance coverage		/			
Determine construction equipment nee	ds	/			
Determine field staff requirements		/			
Determine office equipment needs		/			
Develop project execution plan		/			
Assemble project procedures manual		/			
Prepare emergency plans		/			
Obtain permits		/			
Plan layout of site for construction		/			
Set up project files		/			
Lease equipment		/			
Coordinate with local authorities		/			
Client/Contractor Joint Planning					
Conduct joint review of plans		/			
Develop dispute resolution plan		/			
Develop change management plan		/			
Agree on progress payment plan		/			
Subcontracting					
Determine subcontracting strategy		/			
Prequalify subcontractors					





	Prepare bidding documents	/	
	Advertise subcontracts	/	
	Brief bidding subcontractors	/	
	Award subcontracts		
	Conduct subcontractor orientations	/	
	Inspect subcontractor work	/	
	Determine subcontractor progress	/	
	Approve subcontractor payments	/	
	Administer subcontractor changes	/	
Pui	rchasing and Warehousing		
	Prequalify vendors	/	
	Review company surplus stocks	/	
	Seek quotations	/	
	Issue purchase orders	/	
	Track purchases	/	
	Expedite purchases	/	
	Inspect incoming materials	/	
	Store, inventory and issue materials	/	
Office Administration			
	Handle personnel administration	/	
	Receive and code time cards	/	
	Receive and code invoices	/	
	Code equipment charges	/	
	Prepare daily project diary	/	
	Maintain correspondence files	/	
	Prepare daily reading file	/	
	Maintain contract files	/	
	Maintain submittals register	/	
	Maintain drawing/spec files	/	
	Maintain manuals files	/	
	Chair weekly planning meeting	/	
	Prepare estimates for changes	//	
	Negotiate change orders	/	





	Maintain payroll	/		
	Prepare requests for payment	/		
	Take project photographs	/		
Fie	ld Controls and Reporting			
	Receive/process crew daily reports	/		
	Measure completed work	/		
	Mark up drawings as built	/		
	Maintain on-project status charts	/		
	Prepare weekly schedule update	/		
	Prepare weekly budget update	/		
	Prepare manpower reports	/		
	Prepare monthly executive report	/		
Safety & Security				
	Perform Safety (OSHA) pre-work review	/		
	Conduct worker orientations	/		
	Conduct Site Security talks	/		
	Conduct daily inspections	/		
	Maintain safety & security files	/		
	Prepare safety & security reports	/		
	Investigate incidents	/		
Coi	nstruction Equipment	/		
	Perform daily servicing	/		

