



### 7. Schedule update:

-Anticipated completion date:

-Contract completion date:

-Current schedule update is showing \_\_\_\_\_ days float.

-Please provide/see attached 3 Week look ahead schedule, updated to \_\_\_\_\_ DD.

### 8. Resources (Staff and Equipment)

#### *PRIOR PLANNING PREVENTS POOR PERFORMANCE*

Utilize 3 week look ahead schedule to confirm who and what resources will be needed in the next three weeks. Proper advance resource allocation is extremely critical in controlling costs and preventing delays to the project.

Resources needed and when:

Resources available and when:

### 9. Costing /Budget



### 10. Quality Control and Deliverables

#### *PLAN THE WORK – WORK THE PLAN*

Management of construction deliverables should be considered during the planning phase of most projects. As team members are assigned and roles are identified, the personnel responsible for delivering the construction phase of the project should, where appropriate, become involved in the planning process.

Pre-Con Complete: Yes ☐ or No ☐

Pre-Con needs:

Submittals in progress:

Outstanding submittals in review:

Upcoming submittals:

RFIs in review/outstanding:

Forthcoming RFI's:

Subcontracts needed:

Materials/PO's needed:

Schedule creation/updates:

Safety/APP/AHAs:

Payment Application Update:

As built Status:

Potential Change Orders:

### 11. Reporting and Documentation

Documentation is critical for records of completed work, the strategies used, and verification of changes that may have occurred. Knowing the history of the project is essential for the current plan of action as well as how you proceed in the future. Daily reports shall be completed each day from the NTP through contract completion. Weekly/Bi-weekly progress meetings should be held and documented. Project photos shall be taken daily, and saved to the server at least weekly.

Daily Reports - Complete in RMS, up to date, & saved to server? Yes ☐ or No ☐

Certified payrolls -up to date and submitted to client? Yes ☐ or No ☐

