

APPENDIX B - Project Worksheets

Located in the Appendix B folder are a group of documents designed to help you execute your project in the form of various tables, templates, and worksheets. Each of the following sections are organized as separate folders within the Appendix B folder. Each document is provided in Portable Document Format (PDF-requires Acrobat Reader), and two versions of Microsoft Word (98-2002 and 2007).

Using these documents will vary based on each function. Some you'll simply use to print out while others you'll need to modify for your particular need. It's recommended that you review the PDF versions to determine which you'll need. When ready to make modifications, then use the Word documents provided.

Project Organization

There are two basic components in this document. The first component is a recommended filing system structure that defines how you might want to set-up organizing your physical files. The second part is a project manual that gives you ideas about creating a compact binder that would contain important project files. Depending on the size and complexity of your project, you'll want to consider what method might work best for you.

Course Assessment & Inventory

There are three basic components in this document. The first component is a course assessment table that allows for detailed info on each bunker/bunker complex and corresponding hole. The table can be used for simple measurements and calculations to be made. The second component is a notes/comments page that should be used for detailed observations or ideas. The third component is a bunker grid that will allow you to make rough sketches, detailing drainage or other bunker features.

Use and print these pages as necessary, making sure to keep yourself organized. It's a good idea to print enough pages and drop into a folder, keeping everything in a quick, easy to use format.

RFP's, Bidding & Cost Estimating

These documents will help you solicit, select, and negotiate with key vendors. The RFP Templates for architects and builders help you set-up a standardized method of soliciting firms. The bid sheets organize common elements you'll see in bunker projects and allow you to modify tables to suit your needs. You're also provided bid tabulations sheets to help you make direct comparisons.

The Basic Estimate Worksheet is set-up as a spreadsheet with formulas for calculations already set-up. All you will need to do is enter quantities and price and the rest is completed for you. Keep in mind that the values used in the spreadsheet are arbitrary. You'll want to make your own determinations as to the costs you'll see in your area.

Project Management

These documents are at the core of any project. Keeping organized with contracts, contract terms, change orders, and responsibility assignments will go a long way towards project success. If you're implementing a project with the help of an architect or construction manager, you will want to review the control sheets and determine what roles each will serve.

Some of these documents are provided in Microsoft Excel (98-2002 and 2007 versions) so you can keep them updated and use them as working documents.