

**BUNKER PROJECT PLANNING CHECKLISTS**

**Course Assessment & Inventory**

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| --- | --- | --- |
| **Planning Event** | **Date** | **Complete** |
| Perform Initial Course Tour / Assemble Basic Thoughts | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review & Organize Historic/Current Bunker Complaints | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Print Out Accounting Worksheets | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Assemble & Organize Assessment/Inventory Binder | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Define Image/Picture Capture Process (Digital) | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Assemble Rain Event Bunker Pictures (Historic or Prepare) | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Organize Assessment/Inventory Team | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Perform Hole-By-Hole Accounting | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Determining Weights & Measures | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Accounting Review/Reconciliation | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Distribute Bunker Survey | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Tabulate Survey Responses | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Categorize, Aggregate & Summarize Conditions | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Wish List Creation | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Wish List Prioritizing/Ranking | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Perform Initial Impact Assessment | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Determine Estimated Maintenance Costs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare/Organize for Initial Management Presentation | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Project Mission Statement | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Course Description Statement | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build/Introduce Pictorial Review | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Project Ideas/Alternatives | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Challenges List | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Cost/Benefit Analysis | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Course Background/History Description | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
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**Architect Selection Process**

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| --- | --- | --- |
| Planning Event | Date | Complete |
| Review Wish List | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Broad Objectives | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare Detailed Project Description | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare Course Background | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Architect RFP Template | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Modify/Create Architect RFP Document | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Establish Response Deadlines | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review ASGCA Website – Member List | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Company Websites & Backgrounds | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Confer w/ Local Clubs/Projects | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Construct Initial RFP Mailing List | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare RFP Mailing | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Organize Review Team | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Receive RFP Responses | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Verify/Review Company Info, Qualifications, Experience | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Check/Review References | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Compare Experiences with Project Objectives | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Additional Capabilities | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Select Finalists/Short List | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Schedule/Plan Site Visits | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Revise Working Documents/Objectives w/ Architects | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Establish Final Proposal Deadlines | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Receive/Review Final Proposals | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Negotiate Costs & Contracts | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Make Final Architect Selection | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
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**Builder Selection Process**

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| --- | --- | --- |
| Planning Event | Date | Complete |
| Review Builder RFP Template | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Project Description | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Course Background | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Project Specifications | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Revise/Update Project Specifications, if needed | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Modify/Create Builder RFP Document | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Establish Response Deadlines | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review GCBAA Website for Certified Builders | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Company Websites & Background | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Confer w/ Local Clubs/Projects | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Construct Initial RFP Mailing List | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare Cover Letters & RFP Mailing | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Receive RFP Responses | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Schedule Review w/ Architect (if used) | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Verify/Review Company Info, Qualifications, Experience | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Check/Review References | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Compare Experiences/Project Objectives | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Additional Capabilities | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Select Finalists/Short List | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Schedule/Plan Site Visits | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Discuss Total/Line Item Costs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Receive/Review Final Proposals | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Final Contract Negotiations | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Make Final Builder/Contractor Selection | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
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**Master Planning Process**

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| --- | --- | --- |
| Planning Event | Date | Complete |
| Assemble/Select Internal Project Team | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Course Objectives (Detailed) w/ Architect | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Prioritized Wish List w/ Architect | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Schedule Follow-Up Architect Site Visit | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Preliminary Course Inventory w/ Architect | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Architect Site Visit & Design Intent Dscussion | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Discuss Basic Design Alternatives w/ Architect | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Creation of Preliminary Plans & Options by Architect | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Creation of Preliminary Priorities & Budget by Architect | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Schedule Preliminary Design Presentation w/ Project Team & Architect | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Discussion of Design Options & Costs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Preparation of Illustrative Plans | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Creation of Project Phasing Options | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Creation of Initial Project Costs (Detailed Estimates) | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Presentation of Master Plan | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review/Discussion of Master Plan w/ Internal Project Team | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Approval of Master Plan/Specific Construction Phase | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Creation of Construction Plans & Specifications | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Solicitation of Construction Bids | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Scheduling of Construction | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
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**Construction Management Checklist**

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| --- | --- | --- |
| Planning Event | Date | Complete |
| Issue Purchase Orders | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare Submittal Control Logs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Set-Up Construction Field Office | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Arrange & Coordinate Temporary Requirements | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Permit or Environmental Requirements | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Establish Site Entry & Exit Locations | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Establish Pedestrian & Vehicle Traffic Control | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Establish Laydown, Storage, Loading/Unloading Areas | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Coordinate Daily Work Activities | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct Regular or Special Job Meetings | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare & Monitor Project Cost Controls | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Weekly, Bi-Weekly, Monthly Reports | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Monitor Work for Design Conformance | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare Applications for Payments | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Evaluate & Approve Contractor Performance & Schedule Conformity | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare & Process Change Orders | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Interpret Plans & Specifications | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review Site Safety Conformity | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct Weekly Staff or Team Meetings | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Administer Site Security Program | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct Incident Investigations & Reports | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Coordinate Delivery/Receipt of Owner Supplied Equipment/Materials | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Certify Contractor Completion Phases for Payment Processing | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare Final Cost Accounting Reports | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare Project Completion Punch Lists | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Complete Project Closeout Notices | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
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**In-House Project Task Review Checklist**

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| --- | --- | --- |
| **Planning Event** | **Date** | **Complete** |
| **Contractor Planning** |  |  |
| Determine full scope of project | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct Area/site Reconnaissance | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Establish work breakdown structure | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare chart of accounts directory/filing system | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop cost estimate | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Summarize materials by source | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare control schedule | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop time-phased budgets | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop risk management plan | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review insurance coverage | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Determine construction equipment needs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Determine field staff requirements | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Determine office equipment needs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop project execution plan | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Assemble project procedures manual | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare emergency plans | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Obtain permits | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Plan layout of site for construction | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Set up project files | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Lease equipment | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Coordinate with local authorities | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| **Client/Contractor Joint Planning** |  |  |
| Conduct joint review of plans | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop dispute resolution plan | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop change management plan | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Agree on progress payment plan | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| **Subcontracting** |  |  |
| Determine subcontracting strategy | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prequalify subcontractors | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare bidding documents | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Advertise subcontracts | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Brief bidding subcontractors | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Award subcontracts | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct subcontractor orientations | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Inspect subcontractor work | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Determine subcontractor progress | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Approve subcontractor payments | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Administer subcontractor changes | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| **Purchasing and Warehousing** |  |  |
| Prequalify vendors | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Review company surplus stocks | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Seek quotations | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Issue purchase orders | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Track purchases | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Expedite purchases | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Inspect incoming materials | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Store, inventory and issue materials | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| **Office Administration** |  |  |
| Handle personnel administration | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Receive and code time cards | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Receive and code invoices | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Code equipment charges | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare daily project diary | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain correspondence files | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare daily reading file | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain contract files | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain submittals register | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain drawing/spec files | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain manuals files | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Chair weekly planning meeting | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare estimates for changes | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Negotiate change orders | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain payroll | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare requests for payment | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Take project photographs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| **Field Controls and Reporting** |  |  |
| Receive/process crew daily reports | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Measure completed work | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Mark up drawings as built | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain on-project status charts | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare weekly schedule update | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare weekly budget update | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare manpower reports | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare monthly executive report | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| **Safety & Security** |  |  |
| Perform Safety (OSHA) pre-work review | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct worker orientations | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct Site Security talks | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Conduct daily inspections | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Maintain safety & security files | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Prepare safety & security reports | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Investigate incidents | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| **Construction Equipment** | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Perform daily servicing | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |

**Project Communications Checklist**

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| --- | --- | --- |
| Planning Event | Date | Complete |
| Create Club/Member Project Information/Summary Memo | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Create Project Notice Posters | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Create Vendor/Supplier Contact Info Sheets | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Organize Contact Conversation Methods | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop Internal Team Correspondence Methods | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop Team Meeting Action Logs | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Organize Change Management Policies | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Build Simplified Construction Schedule for Club/Members | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Refine/Update Notices Throughout Project | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop Golfer Notification Process | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Create Score Card Inserts – Project Updates and Traffic Rules | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Develop & Post/Distribute Team Meeting Schedule | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
| Revise Meeting Schedule (as needed) | \_\_\_\_/\_\_\_\_/\_\_\_\_ | checkbox |
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