

Master Planning Process

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