

**PROJECT SCHEDULING CONTROL SHEET**

**PROJECT NAME** \_\_\_\_\_

Responsibility Priority    1 = Primary Responsibility    2 = Secondary Responsibility    3 = Information Only

<b>PRE-PLANNING PHASE PHASE</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
1	Initiate Project Concept									
2	Select Architect									
3	Issue Architect Contract									
4	Establish Team Representatives									
5	Establish Communications Procedures									
6										
7										
8										
9										
10										

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<b>CONCEPTUAL PLANNING PHASE</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #'s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
1	Establish Overall Project Budget									
2	Develop Environmental Program/Review Impact									
3	Conduct Course Review/Evaluation									
4	Review Existing Irrigation/Drainage Network									
5	Coordinate with Government Agencies (if necessary)									
6	Evaluate Financial Feasibility									
7	Develop Conceptual Estimate									
8	Evaluate Budget vs. Estimate									
9	Perform Process Hazards Review									
10										

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<b>SCHEMATIC DESIGN PHASE</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #'s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
1	Prepare Design Schedule									
2	Recommend Basic Materials & Systems									
3	Prepare Schematic Drawings									
4	Prepare Outline Specifications									
5	Retain Social Consultants									
6	Analyze Alternate Systems									
7	Conduct Constructability Analysis									
8	Conduct Quality Review Meeting									
9	Establish Reporting Procedures									
10	Develop Bid Package Format									

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<b>SCHEMATIC DESIGN PHASE (CONTINUED)</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
11	Identify Long Lead Items									
12	Update Conceptual Estimate									
13	Analyze Budget vs. Conceptual Estimate									
14	Update Master Schedule									
15	Establish Required Construction Standards									
16										
17										
18										
19										
20										

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<b>DESIGN DEVELOPMENT PHASE</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
1	Confirm & Update Design									
2	Evaluate Aesthetic Concepts									
3	Evaluate Structural & Mechanical Systems									
4	Conclude Value Engineering									
5	Refine Outline Specifications									
6	Complete Design Development Drawings									
7	Prepare Bidders Lst									
8	Update Master Schedule									
9	Analyze Budget vs. Estimate									
10	Refine Program Budget									

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<b>DESIGN DEVELOPMENT PHASE (CONTINUED)</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
11	Prepare Long Lead Purchases									
12	Prepare Financial Appropriation									
13	Prepare Required Site Standards									
14	Conclude Process Hazards Review									

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<b>CONTRACT DOCUMENTS PHASE</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
1	Update Design Schedule									
2	Establish On-Site Staffing									
3	Finalize Plans & Specifications									
4	Finalize Construction Estimate									
5	Finalize Project Budget									
6	Arrange & Coordinate Temporary Utilities									
7	Final Review of Contract									
8	Finalize Safety Program									
9	Finalize Bidders List									
10	Review of Insurance Requirements									

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<b>BIDDING PHASE</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
1	Issue Invitations to Bid									
2	Conduct Pre-Bid Meetings									
3	Receive & Evaluate Bids									
4	Notify Successful & Unsuccessful Bidders									
5	Line Item or Cost Negotiations									
6	Pre-Award Negotiations & Revisions to Bids									
7	Final Selection of Contractor									

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<b>CONSTRUCTION PHASE</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
1	Issue Purchase Orders									
2	Prepare Submittal Control Logs									
3	Set-Up Construction Field Office									
4	Arrange & Coordinate Temporary Requirements									
5	Review Permit or Environmental Requirements									
6	Establish Site Entry & Exit Locations									
7	Establish Pedestrian or Vehicle Traffic Control									
8	Establish Laydown, Storage, Loading & Unloading Areas									
9	Monitor Progress & Update Schedule									
10	Coordinate Daily Work Activities									

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<b>CONSTRUCTION PHASE (CONTINUED)</b>										
NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
11	Conduct Regular or Special Job Meetings									
12	Prepare & Monitor Project Cost Controls									
13	Weekly, BiWeekly, or Monthly Reports									
14	Inspect & Monitor Contractor's Progress									
15	Monitor Work for Design Conformance									
16	Prepare Applications for Payments									
17	Evaluate & Approve Contractor Performance & Schedule Conformity									
18	Prepare & Process Change Orders									
19	Interpret Plans & Specifications									
20	Review Site Safety Conformity									

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NO.	SCHEDULE ACTIVITY	RESPONSIBILITY (Assign #s)				BARRIER DESCRIPTION	CONTROL DESCRIPTION	ACCEPTANCE		
		OWNER	ARCH	CM	DATE			OWNER	ARCH	CM
21	Conduct Weekly Staff or Team Meetings									
22	Administer Site Security Program									
23	Prepare Work Procedures for Special Jobs									
24	Conduct Incident Investigations & Reports									
25	Coordinate Delivery/Receipt of Owner Supplied Equipment									
26	Certify Contractor Completion Phases & Document									
27	Prepare Final Cost Accounting Reports									
28	Prepare Project Completion Punch Lists									
29	Complete Project Closeout Notices									





















