using the contract

incorporating the Owner/Architect agreement into the PROJECT WORK PLAN

THE "do it" PATH

To collect the information to be communicated to the team, assembly the following as applicable to the project:

• Owner-Architect Contract.

• General Conditions of the Contract for Construction (this document describes the duties and responsibilities of the Owner, the Architect, the Contractor and other entities as applicable, such as the Construction Manager,

• Architect-Consultant Contracts.

• Project Directory identifying team members.

• Preliminary Project Schedule.

OBJECTIVE

Provide the RMW Project team with a clear understanding of the scope of services and deliverables required by the Owner/Architect contract as well as the obligations and expectations of the Owner, RMW, and the Contractor in order to facilitate the organization and performance of their work.

TASKS

• Identify and communicate the information necessary to introduce the members to the Project team in the kick-off meeting or in a separate meeting at the beginning of the Project, including scope of services, contractual relationships, project schedule, and project

CONTRACTUAL RELATIONSHIPS

Using the Project Directory, identify the team members and their assignments.

• Identify the contractual relationships: (Owner's consultants, RMW consultants, Design-Build sub-contractors).

• Identify separate contracts for work outside the scope of what we are working at, but that has to be coordinated with ours, for example: furniture, signage, security, etc.

SCOPE OF SERVICES

Identify the scope of services required to be provided by the project team.

• RMW and its consultants.

• The Owner and its consultants, if any.

• The Construction Manager and/or Project Manager (this is in the Specifications).

• The Contractor and DB sub-contractors.

PROJECT SCHEDULE

Review the project milestones and the deliverable for each milestone, including the tasks and which teams are responsible.

- Describe the information included in each deliverable. You can use the "Scope of Services Guidelines Forms".

- Inform the team of the RMW budget (in hours) assigned for each stage of the services and deliverables required.

PROJECT TOOLS

- Project contracts.
- Project Schedule.
- Project Directory.

RECOMMENDATIONS

- Make sure that the team members clearly understand assignments and completion dates.

- Communicate project status regularly and warn the team when problems occur. Incorporate changes to the schedule as they happen.

- Use the initial schedule as a baseline to track major changes and use that information for Quality Control.

- Use milestones to identify major project events and see if project is on schedule.

- Incorporate contingencies and report dates.

- Incorporate deliverables by consultants and tasks by others such as government agencies, inspections, etc.

- Monitoring the scope triangle: resource, time, and quality. Changes in one part will change the others.

- Examine relationships and dependencies before rescheduling tasks.

- Note completion of tasks as 0% and 100% unless there is a way of clearly measuring partial completion.

- Roll-out deliverables in phases as applicable to project type to better manage schedule problems. Consider issuing high-priority deliverables, and lower priority and non-mandatory deliverables.

- Verify resources and others that might affect the schedule availability periodically.

- POST THE PROJECT SCHEDULE WITH A TOOL THAT CAN BE ACCESSED AND READ BY ALL THE MEMBERS OF THE PROJECT TEAM USING THEIR WORK COMPUTERS AND OTHER DEVICES.

This is an excellent training and learning opportunity for all involved, as well as an opportunity to get better acquainted with the project and the team.

PROJECT BUDGET

- Review the Project Budget (Cost Estimate) approved by Owner and its major or known components.

- Publish the Meeting Agenda and the Preliminary Project Schedule.