Start the Project!
Using the RMW/OWNER Contract

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 the Work.

HOW TO DO IT

Assembly the following information as applicable to the project:

- Owner-Architect Agreement.
- 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, during the construction period)
- Architect-Consultant Contracts.
- Project Directory identifying team members.
- Preliminary Project Schedule.

CONTRACTUAL Relationships

- Identify the team members and finalize the project directory.
- Identify the contractual relationships among project team members. Identify the Owner's consultants, RMW's consultants, Design-Build sub-contractors, and such.
- Assign the team members' tasks.
- If applicable, identify the contracts for separate work, that is, work that will be done under separate contracts with the Owner but that has to be coordinated with the scope of work in our contract, for example: furniture, signage, security, commissioning, etc.

SCOPE OF SERVICES

Use the contract to 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.
- The Contractor and Design-Build sub-contractors, and the Contractor and the design-build subcontractors.

TASKS

Identify and communicate the information necessary to familiarize the members of the Project team with scope of services, contractual relationships, project schedule, and project budget, preferably at the beginning of the project at the pre-construction meeting (kick-off-meeting).

Document the deliverables and services required, schedule these items, assign responsibilities, and post in a manner that the information will easily be available to the project team.

At regular times or when necessary, update the description of the services, milestones, budget, and resources, and how all are connected and coordinated.

YOU NEED

- Sample Project Schedule - tasks, resources, milestones.
- Applicable "Guidelines of Standard Deliverables at Each Stage of the Project".
- Template agenda for "Kick-Off Team Meeting".

Post the Project Schedule where it can be access by the project team anytime anywhere.