Scope of Service Chart (Continued)

KEY ACTIONS	PROPOSAL TO CONTRACT	PROJECT INITIATION	SCHEMATIC DESIGN DEVELOPMENT
Schedule	∘ Establish project schedule	∘ Review project schedule ∘ Establish critical internal meeting dates and deliverables ∘ Revise/issue client schedule ∘ Schedule client kick-off meeting and/or programming	∘ Review project schedule ∘ Establish critical internal meeting dates and deliverables ∘ Revise/issue client schedule ∘ Schedule SDD presentation meeting
Schedule	∘ Identify team ∘ Identify consultants	∘ Assign team ∘ Assign project responsibilities ∘ Establish client contact ∘ Monitor	∘ Monitor staffing against role assignments ∘ Monitor consultants
Objectives	∘ Identify internal objectives ∘ Establish project objectives	∘ Define/establish project objectives ∘ Monitor	∘ Monitor SDD solutions against objectives

DESIGN DEVELOPMENT	DOCUMENTATION	BIDS	SITE MONITORING	PROJECT CLOSEOUT
◦ Review project schedule ◦ Establish critical internal meeting dates and deliverables ◦ Revise/issue client schedule ◦ Schedule DD meeting	◦ Review project schedule ◦ Establish critical internal meeting dates and deliverables ◦ Monitor completion against schedule ◦ Revise/issue client schedule ◦ Schedule client document-review meeting	◦ Review project schedule ◦ Establish critical response dates from contractors (bid timeframe) ◦ Revise/issue client schedule ◦ Schedule client bid-review meeting	◦ Review project schedule ◦ Coordinate schedules w/ all contractors/vendors ◦ Establish critical job-site review dates ◦ Monitor contractor/vendor schedules against work progress ◦ Monitor completion against schedule ◦ Schedule client walk-through/ review meeting ◦ Schedule project team walk-throughs	◦ Schedule close-out meeting w/ marketing coordinator & project team
◦ Monitor staffing against role assignments ◦ Monitor consultants	◦ Monitor staffing against roles, assign-ments, profitability ◦ Monitor consultants ◦ Adjust staffing if required	◦ Monitor staffing against roles, assignments, profitability ◦ Define responsible party to answer bid questions ◦ Monitor consultants ◦ Adjust staffing if required	◦ Monitor staffing against roles, assign-ments, profitability ◦ Define key field coordinator ◦ Monitor consultants ◦ Adjust staffing if required	◦ Evaluate success of team members ◦ Evaluate success of consultants
◦ Monitor design solutions against objectives	◦ Monitor technical solutions against objectives	◦ Monitor bids against budget objectives	◦ Monitor build-out against design, budget, and schedule objectives	◦ Obtain copy of client objectives ◦ Obtain copy of objectives