

TIME FRAME AND PROCESS

Sample Project Schedule

Task Name	Duration	Start	2007				2008				2009				2010	
			Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Planning	35 days	Mon 1/1/07														
Select architect	1 wk	Mon 1/1/07														
Design Fee proposal	2 wks	Mon 1/8/07														
Contract with architect	1 wk	Mon 1/22/07														
Owner meeting	1 wk	Mon 1/29/07														
Programming	2 wks	Mon 2/5/07														
Site survey	3 wks	Mon 1/29/07														
Soils studies	3 wks	Mon 1/29/07														
Schematic Design (SD)	107 days	Mon 2/19/07														
User meeting	1 day	Mon 2/19/07														
Sketch alternatives	2 wks	Tue 2/20/07														
Review alternatives	1 wk	Tue 3/6/07														
Refine selected scheme	2 wks	Tue 3/13/07														
Code review	1 day	Tue 3/6/07														
Materials and systems study	2 wks	Tue 3/13/07														
User review meeting	1 day	Tue 3/27/07														
Preliminary review with Agencies	1 wk	Wed 3/28/07														
Architectural and Engineering SD package	3 wks	Wed 4/4/07														
Agency planning, environmental review	12 wks	Wed 4/25/07														
Cost estimate and schedule	1 wk	Wed 4/25/07														
Owner review of SD	1 wk	Wed 5/2/07														
Design Development	32 days	Wed 5/9/07														
User meeting	1 day	Wed 5/9/07														
Collect equipment and furnishings data	2 wks	Wed 5/9/07														
Draft Design Development drawings	3 wks	Thu 5/10/07														
User review	1 day	Thu 5/31/07														
Update cost and schedule	1 wk	Fri 6/1/07														
Complete Design Development package	2 wks	Fri 6/1/07														
Owner review of DD	1 wk	Fri 6/15/07														
Construction Documents	65 days	Fri 6/22/07														
Complete 75% Construction Documents	6 wks	Fri 6/22/07														
Multidiscipline coordination	1 wk	Fri 8/3/07														
Complete Construction Documents	3 wks	Fri 8/10/07														
Complete Bid Documents	1 wk	Fri 8/31/07														
Conduct quality assurance reviews	2 wks	Fri 8/31/07														
Owner review of CDs	1 wk	Fri 9/14/07														
Agency Review	111 days	Fri 8/31/07														
Complete agency application forms	1 wk	Fri 8/31/07														
Submit documents to agencies	1 day	Fri 9/7/07														
Agency initial reviews	6 wks	Mon 9/10/07														
Backcheck response	3 wks	Mon 10/22/07														
Agency review	4 wks	Mon 11/12/07														
Backcheck response	2 wks	Mon 12/10/07														
Agency review	4 wks	Mon 12/24/07														
Final backcheck	1 wk	Mon 1/21/08														
Agency approval	1 wk	Mon 1/28/08														



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Bidding/Negotiation	33 days	Mon 2/4/08															
Distribute bid documents	1 wk	Mon 2/4/08															
Pre-bid conference	1 day	Mon 2/11/08															
Bid period	3 wks	Mon 2/11/08															
Receive bids	1 day	Mon 3/3/08															
Evaluate bids	1 wk	Tue 3/4/08															
Award contract	1 day	Tue 3/11/08															
Collect bonds, insurance	1 wk	Wed 3/12/08															
Issue Notice to Proceed	1 day	Wed 3/19/08															
Construction Phase	198 days	Thu 3/20/08															
Pre-construction conference	1 day	Thu 3/20/08															
Develop shop drawings	6 wks	Thu 3/20/08															
Review shop drawings	3 wks	Thu 5/1/08															
Site grading	3 wks	Fri 3/21/08															
Underground utilities	3 wks	Fri 4/11/08															
Foundations	4 wks	Fri 5/2/08															
Framing	6 wks	Fri 5/30/08															
Exterior shell	8 wks	Fri 7/11/08															
Roof	3 wks	Fri 7/11/08															
Equipment installation	2 wks	Fri 5/30/08															
Utility rough-in	3 wks	Fri 6/13/08															
Interior walls	6 wks	Fri 8/1/08															
Doors, windows	2 wks	Fri 9/12/08															
Cabinets	2 wks	Fri 9/12/08															
Finishes	4 wks	Fri 9/12/08															
Utility trim	2 wks	Fri 10/10/08															
System testing	2 wks	Fri 10/24/08															
Punch list	1 day	Fri 11/7/08															
Agency inspections	1 wk	Mon 11/10/08															
Punch list corrections	1 wk	Mon 11/17/08															
Agency approval	1 day	Mon 11/24/08															
Equipment and Furnishings installation	2 wks	Tue 11/25/08															
Move-in	1 wk	Tue 12/9/08															
Project close-out	4 wks	Tue 11/25/08															



BLACKBIRD

ASSOCIATES