

## 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
<b>Planning</b>	<b>35 days</b>	<b>Mon 1/1/07</b>														
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														
<b>Schematic Design (SD)</b>	<b>107 days</b>	<b>Mon 2/19/07</b>														
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														
<b>Design Development</b>	<b>32 days</b>	<b>Wed 5/9/07</b>														
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														
<b>Construction Documents</b>	<b>65 days</b>	<b>Fri 6/22/07</b>														
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														
<b>Agency Review</b>	<b>111 days</b>	<b>Fri 8/31/07</b>														
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														



