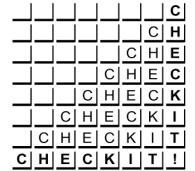


# B



## Programme Development

Check  
Box \*

No.

01	Open project file, assign project no., determine official project name (confirm with client); advise office/bookkeeping of agreements, fees, consultants etc.	
02	Prepare cost & manpower allocation plan (in-office); coordinate with client's cash flow requirements as established in agreed fee structure (A 25).	
03	Prepare schedule of key persons, addresses, phone nos. etc. Circulate. Verify all titles, firm names, spellings.	
04	Prepare list of information needed from client & from other consultants. Circulate.	
05	Research & prepare list of governmental approvals required; include contact names & addresses. Circulate.	
06	Review check survey and other available site data; prepare list of additional detail information required. Submit to client.	
07	Prepare detailed task list of all decisions requiring input by more than one consultant. Confirm team members responsible for each action.	
08	Review in detail client's brief; prepare detail list of additional information required. Submit to client.	
09	Confirm understanding with client & other consultants of all types of information flow, including procedures for transmittals.	
10	(If any data is to be transmitted electronically). Confirm details including word processing packages, addressing requirements, electronic communication requirements.	
11	Agree with as and confirm with client detail responsibility for providing cost plan information, and level of detail required, for each phase of the documentation.	
12	Confirm legal review of site, titles, easements, covenants etc.	
13	File requests for site utilities data or confirm that the responsible consultant has done so.	
14	Prepare preliminary assessment of adjoining owners' issues & questions. Transmit to client with action request.	
15	Obtain adjoining owners' consent for survey of adjoining properties.	
16	Obtain adjoining owners' consent for protection of properties and method of underpinning.	
17	Check status of subsoil/structural data available & need for additional data, with responsible consultant. Confirm to client.	
18	Request from as, statement, with examples, on levels of finish quality to be used for preliminary cost reports.	
19	Request from each subconsultant list of all critical decisions to be made by others, with deadlines.	
20	Compile B 19 lists into master document & distribute to all affected parties; highlight decisions they are required to provide.	
21	Verify that all critical decisions have been made and communicated as required in current period.	
22	Obtain work plan from each sub-consultant and check against overall schedule; adjust as required.	
23	Verify subconsultant progress to accepted work plan in current period. Note deficiencies.	
24	Advise client of interest in post-contract evaluation. (Refer Group Z).	