

**The Project Plan**

<b>Client:</b>									
<b>Project:</b> Mold or Indoor Air Quality Investigation									
<b>Project Manager:</b>									
Day	1 day prior	1 (first half)	1 (second half)	4	5	6	9	19	20
<b>Task</b>	<ul style="list-style-type: none"> <li>Confirm site access and time w/ site manager</li> <li>Collect floor plans and HVAC plans (from client)</li> </ul>	<ul style="list-style-type: none"> <li>Consult with Client-any changes in investigation plan (any client requests)?</li> <li>Consult site manager, visit entire site (problem and non-problem areas)</li> <li>Confirm schedule w/ client</li> </ul>	<ul style="list-style-type: none"> <li>Pickup any equipment client change requires</li> <li>Investigate</li> </ul>	<ul style="list-style-type: none"> <li>Analytical time lag (cushion days)</li> <li>Review field notes</li> <li>Begin draft report</li> </ul>	<ul style="list-style-type: none"> <li>Receive analytical results (Cushion day)</li> <li>Analyze data</li> <li>Make recommendations</li> <li>Issue report</li> <li>Review report with Project Manager</li> </ul>	<ul style="list-style-type: none"> <li>Confirm report presentation meeting w/ client</li> </ul>	<ul style="list-style-type: none"> <li>Review report w/ client</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with any other interested parties to determine level of satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with client to determine level of satisfaction</li> </ul>
<b>Personnel</b>	Project Manager	Project Supervisor	Project Supervisor	Project Supervisor	Project Supervisor Project Manager	Project Manager	Project Manager	Project Manager	Project Manager
<b>Materials/Supplies/Equipment</b>	Facility plans, maps and directions to site, camera, investigation plan, pens, pencils, cell phone, and equipment to support investigation plan, template for email or call to site manager, etc.	List this job's plans and equipment., level, tape measure, plumb line, flashlight, change order forms, pens, pencils, cell phone, etc.	List from previous box.	Computer	Computer	Email (or call) template—client to bring final payment to the meeting when they pick up the report	Report	Phone	Final report and comments from others
<b>Financial</b>	None	Cash outlay for rented equipment, receive 50% of fee from client	None	None	None	None	Receive final payment from client	None	None
<b>The Need-to-Know Checklist</b>									
What are the clients' expectations?									
What are the users' expectations?									
What are the expectations of other interested parties?									
What are the expectations of our employees?									