

TOP TEN

*Best Practices for
Project Milestones*

1. Project Kick Off
2. GMP
3. Start of Construction
4. Changes in Work
5. Close-Out & Post-Occupancy

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PROJECT KICK OFF

1. Be Inclusive
2. Clear goals & objectives
3. Unknowns/
Assumptions
4. Develop process & culture
5. Team benchmarks
6. Open communication
7. Map work flow
8. Honesty
9. Kick-off timing
10. Set expectations

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GMP

Guaranteed Maximum Price

1. Clarity in definitions & contingencies
2. Schedule 4-step GMP into process
3. Design GMP process/deliverables
4. In depth/in person review
5. Understand the unknown
6. GMP management plan
7. Before & after GMP risks
8. Multiple GMPs?
9. Inclusive involvement
10. Documentation

3

START OF CONSTRUCTION

1. Owner goals
2. Pull plan
3. Safety training
4. Small projects vs. large projects
5. Communication protocols
6. Realistic expectations
7. Maintain same team
8. Multi-phase complications
9. Occupancy/staggered opening
10. Mutual respect and trust building

4

CHANGES IN WORK

1. Include trade partners
2. Risk mitigation/ management rather than shifting risk
3. Contingencies & uses
4. Identify construction risks through design assist
5. IMPACT: Schedule & trades
6. Prioritize
7. Continuous document updates
8. Standard of care expectations
9. Appropriate field staff
10. Communication path utilization

5

CLOSE-OUT & POST-OCCUPANCY

1. Start closeout checklist early
2. Single master punch list
3. Document changes
4. End-of-job fatigue awareness
5. Right people - start to finish
6. Separate punch list & owner changes
7. Facilities Management & end users
8. Schedule coordination with construction
9. Tools to run facility
10. Pre-acceptance milestones

Inspire.

Educate.

Unite.

