To: Dr. Pastore

From: Scott Hauert

Date: April 23, 2017

RE: Project Schedule and Resource Allocation Plan

This report was prepared using the Teamwork (www.teamwork.com) online project management application. All responsible parties, milestones, task lists, time allocations, deadlines, durations, start and end dates, non-billable hours for internal staff, and sub-contracted costs were input.

This project utilizes either internal staff or contracted services and supplies. The time for each responsible person is associated with each task. The time is marked as "non-billable" in the project management software because the time is not separately billed. However, hourly rates are associated with each person based on annual salary +/-30% or billable rate (i.e., architectural services). Internal staff are performing the work as part of their regular job duties and therefore have no separate billable time accountable to the project.

The following documents are included in this submission:

1. Project Overview Report (includes time associated with each task)
2. Milestone Summary
3. Time-by-Task Breakdown
4. Team Members & Stakeholders Responsible for the Project
5. Staff Cost Per Hour
6. Invoices for third-party contracting of services and supplies
7. Invoice/Cost Summary
8. Gantt Chart
9. Communication Plan
10. Project Sign-off form
11. Project Close-out document

Project Report: Paralegal Studies Relocation - Phoenix College

Project Start Date: Mar 01 2017 **End Date**: Aug 12 2017

🟩 Completed 🟧 Upcoming (next 7 days) 🟥 Late

Milestones and associated tasks

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Statement of Work	Draft and Finalize Statement of Work	08 Mar (2017)	Scott A.	Complete		10 Apr (2017)

Statement of Work

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Define Objectives		06 Mar (2017)	08 Mar (2017)	Scott A., Paul D.	09 Apr (2017)		100%	Completed 10 Apr (2017)	None	6 hrs	None
Define Work Requirements		06 Mar (2017)	08 Mar (2017)	Scott A., Paul D.	09 Apr (2017)		100%	Completed 10 Apr (2017)	None	6 hrs	None
Identify Milestones		06 Mar (2017)	08 Mar (2017)	Scott A., Paul D., Mike P., Doug M., Chuck F.	09 Apr (2017)		100%	Completed 10 Apr (2017)	None	8 hrs	None
Identify Acceptance Criteria		06 Mar (2017)	08 Mar (2017)	Scott A., Paul D.	09 Apr (2017)		100%	Completed 10 Apr (2017)	None	3 hrs	None
Identify Work Criteria		08 Mar (2017)	08 Mar (2017)	Scott A.	10 Apr (2017)		100%	Completed 10 Apr (2017)	None	9 hrs	None
									None	**32 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Initial Architectural Drawings Delivered		03 Apr (2017)	John D., Emily R.	Complete		09 Apr (2017)

Initial Architectural Plans

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Facility Space Analysis		06 Mar (2017)	20 Mar (2017)	Scott A.	09 Apr (2017)		100%	Completed 10 Apr (2017)	None	25 hrs	None
Statement of Work Published		17 Mar (2017)	24 Mar (2017)	Scott A.	09 Apr (2017)		100%	Completed 10 Apr (2017)	None	5 hrs	None
									None	**30 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Final Architectural Drawings Delivered		21 Apr (2017)	John D., Emily R.	Late	Due 2 days ago	

Final Architectural Plans

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Review Selected Plan with Architects/Contractors		10 Apr (2017)	10 Apr (2017) (13 days ago)	Scott A., John D., Emily R., Doug M., Brad C.	09 Apr (2017)		0%	Started	None	10 hrs	None
Review Plan Options w/Stakeholders		04 Apr (2017)	10 Apr (2017)	Scott A.	09 Apr (2017)		100%	Completed 23 Apr (2017)	None	10 hrs	None
									None	**20 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Construction Contract Signed		26 Apr (2017)	Doug M.	Upcoming (within 7 days)		

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
North End E-Bldg Demolition Complete		11 May (2017)	Doug M., Brad C.	Upcoming		

North End Demolition

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Remove & Store all furniture		18 Apr (2017)	19 Apr (2017) (4 days ago)	Doug M.	09 Apr (2017)		0%	Started	None	7 hrs	None
Remove & Discard all window coverings		18 Apr (2017)	19 Apr (2017) (4 days ago)	Doug M.	09 Apr (2017)		0%	Started	None	6 hrs	None
Remove existing interior walls		20 Apr (2017)	25 Apr (2017)	Doug M.	09 Apr (2017)		0%	Started	None	16 hrs	None
									None	**29 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Classroom and Lab Demolition Complete		13 May (2017)	Doug M., Brad C.	Upcoming		

Classroom & Lab Demolition

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Remove & Store Furniture/Podiums/Screens/Projectors		10 Apr (2017)	11 Apr (2017) (12 days ago)	Mike P., Doug M., Chuck F.	09 Apr (2017)		0%	Started	None	8 hrs	None
Remove Existing Carpet & Window Coverings		10 Apr (2017)	11 Apr (2017) (12 days ago)	Doug M.	09 Apr (2017)		0%	Started	None	8 hrs	None
Remove Interior "Wall Windows"		12 Apr (2017)	14 Apr (2017) (9 days ago)	Doug M.	09 Apr (2017)		0%	Started	None	8 hrs	None
Remove Existing Power & Data Poles		14 Apr (2017)	18 Apr (2017) (5 days ago)	Doug M., Chuck F.	09 Apr (2017)		0%	Started	None	6 hrs 30 mins	None
									None	**30 hrs 30 mins**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Courtroom & Office Framing Complete		03 Jun (2017)	Doug M., Brad C.	Upcoming		

Courtroom & Office Framing

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Construct Raised Bench Subfloor		24 Apr (2017)	28 Apr (2017)	Brad C.	09 Apr (2017)		0%	Started	None	15 hrs	None
Construct Raised Jury Box Subfloor		24 Apr (2017)	28 Apr (2017)	Brad C.	09 Apr (2017)		0%	Started	None	9 hrs	None
Install Floor Boxes		01 May (2017)	03 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	9 hrs	None
Construct Judges Bench Area		01 May (2017)	12 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	16 hrs	None
Construct Court "Well"		01 May (2017)	12 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	8 hrs	None
Constructor Spectator Gallery		15 May (2017)	19 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	8 hrs	None
Construct New Office Walls		22 May (2017)	26 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	16 hrs	None
									None	**81 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Classroom Renovation Complete		10 Jun (2017)	Doug M., Brad C.	Upcoming		

Classroom Renovation

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Replace Ceiling Tiles & Fixtures		01 May (2017)	05 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	8 hrs	None
Paint Classrooms		08 May (2017)	10 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	8 hrs	None

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Install Window Coverings		11 May (2017)	16 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	8 hrs	None
Install Carpet		17 May (2017)	19 May (2017)	Brad C.	09 Apr (2017)		0%	Started	None	12 hrs	None
Re-Install Podiums/Projectors/Screens		22 May (2017)	01 Jun (2017)	Mike P.	09 Apr (2017)		0%	Started	None	10 hrs	None
									None	46 hrs	None

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
I.T. Infrastructure Complete		20 Jun (2017)	Mike P., Doug M., Chuck F., Charles S.	Upcoming		

I.T. Infrastructure

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Install Switching/Routing/Extron Equipment		29 May (2017)	01 Jun (2017)	Mike P.	09 Apr (2017)		0%	Started	None	9 hrs	None
Connect Internet Feeds at Switch block/Demarc/ISP		05 Jun (2017)	07 Jun (2017)	Charles S.	09 Apr (2017)		0%	Started	None	10 hrs	None
Install Equipment Rack in IDF		01 Jun (2017)	08 Jun (2017)	Mike P.	09 Apr (2017)		0%	Started	None	10 hrs	None
Data Cable Runs		01 Jun (2017)	08 Jun (2017)	Charles S.	09 Apr (2017)		0%	Started	None	9 hrs	None
									None	38 hrs	None

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Courtroom Mill Work Complete		24 Jun (2017)	Doug M., Brad C.	Upcoming		

Courtroom Finish/Millwork

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable

Task	Description			Assigned To		Progress	Status	Est.	Time	Billable
Paint Finished Walls		22 May (2017)	25 May (2017)	Brad C.	09 Apr (2017)	0%	Started	None	11 hrs	None
Install Wainscoting		22 May (2017)	25 May (2017)	Brad C.	09 Apr (2017)	0%	Started	None	11 hrs	None
Install Mecho-Blinds		29 May (2017)	02 Jun (2017)	Brad C.	09 Apr (2017)	0%	Started	None	11 hrs	None
Install Great Seal		29 May (2017)	02 Jun (2017)	Brad C.	09 Apr (2017)	0%	Started	None	2 hrs	None
Refinish Hardwood Floor/Install Carpet		05 Jun (2017)	09 Jun (2017)	Brad C.	09 Apr (2017)	0%	Started	None	10 hrs	None
Install Faux Veneer Finishes		12 Jun (2017)	16 Jun (2017)	Brad C.	09 Apr (2017)	0%	Started	None	10 hrs	None
								None	**55 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Computer Lab Renovation Complete		08 Jul (2017)	Doug M., Chuck F., Brad C.	Upcoming		

Computer Labs Rennovation

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Remove & Store Workstations		12 Jun (2017)	14 Jun (2017)	Doug M., Chuck F.	09 Apr (2017)		0%	Started	None	14 hrs	None
Remove Carpet & Window Coverings		12 Jun (2017)	15 Jun (2017)	Doug M., Brad C.	09 Apr (2017)		0%	Started	None	14 hrs	None
Paint		19 Jun (2017)	22 Jun (2017)	Brad C.	09 Apr (2017)		0%	Started	None	11 hrs	None
Install Carpet & Window Coverings		23 Jun (2017)	26 Jun (2017)	Brad C.	09 Apr (2017)		0%	Started	None	11 hrs	None
Install Workstations/Connect Power		23 Jun (2017)	26 Jun (2017)	Doug M., Chuck F.	09 Apr (2017)		0%	Started	None	22 hrs	None
Install New Computers in Workstations		27 Jun (2017)	30 Jun (2017)	Chuck F.	09 Apr (2017)		0%	Started	None	11 hrs	None
									None	**83 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Courtroom Electronics Complete		08 Jul (2017)	Mike P., Doug M., Chuck F.	Upcoming		

Courtroom Electronics

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Program Extron Components		08 May (2017)	26 May (2017)	Mike P.	09 Apr (2017)		0%	Started	None	7 hrs	None
Install Courtroom Media Components		19 Jun (2017)	23 Jun (2017)	Mike P.	09 Apr (2017)		0%	Started	None	8 hrs	None
Connect Components & Finalize Program Logic		23 Jun (2017)	30 Jun (2017)	Mike P.	09 Apr (2017)		0%	Started	None	8 hrs	None
									None	**23 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Staff Office Renovation Complete		22 Jul (2017)	Scott A., Doug M., Brad C.	Upcoming		

Staff Office Renovation

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Power/Phone/Date Relocation		27 Jun (2017)	03 Jul (2017)	Doug M., Charles S.	09 Apr (2017)		0%	Started	None	16 hrs	None
Paint & Carpet		05 Jul (2017)	12 Jul (2017)	Doug M., Brad C.	09 Apr (2017)		0%	Started	None	32 hrs	None
									None	**48 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Conference Room Renovation Complete		29 Jul (2017)	Doug M., Brad C.	Upcoming		

Conference Room Renovation

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Remove & Store Furniture		05 Jul (2017)	06 Jul (2017)	Doug M.	09 Apr (2017)		0%	Started	None	6 hrs	None
Remove Carpet & Window Coverings		05 Jul (2017)	06 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	6 hrs	None
Demo Existing West Wall		05 Jul (2017)	07 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	6 hrs	None
Reframe & Extend Existing South Wall		10 Jul (2017)	14 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	10 hrs	None
Paint & Carpet		17 Jul (2017)	19 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	10 hrs	None
Window Coverings		20 Jul (2017)	21 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	7 hrs	None
									None	**45 hrs**	**None**

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Student Study Area Complete		05 Aug (2017)	Scott A., Mike P., Doug M., Chuck F., Brad C.	Upcoming		

Student Study Area

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Remove Paint/Carpet/Window Coverings		12 Jul (2017)	14 Jul (2017)	Doug M.	09 Apr (2017)		0%	Started	None	7 hrs	None
Install Window Wall		17 Jul (2017)	24 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	10 hrs	None
Paint & Carpet		24 Jul (2017)	26 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	9 hrs	None
Window Coverings		26 Jul (2017)	28 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	7 hrs	None

									None	33 hrs	None

Milestone	Description		Date Due	Responsible	Status	Days Late	Date Completed
Common Hallway Renovation Complete			05 Aug (2017)	Doug M., Brad C.	Upcoming		

Common Hallway

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Paint		23 Jul (2017)	28 Jul (2017)	Brad C.	09 Apr (2017)		0%	Started	None	9 hrs	None
Refinish Floors		23 Jul (2017)	28 Jul (2017)	Doug M.	09 Apr (2017)		0%	Started	None	9 hrs	None
									None	18 hrs	None

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Classroom, Courtroom, Office Furniture Installed/Set-up		09 Aug (2017)	Doug M.	Upcoming		

Furniture Installation/Set-up

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Courtroom Furniture		01 Jul (2017)	07 Jul (2017)	Doug M.	09 Apr (2017)		0%	Started	None	6 hrs	None
Classroom Furniture		10 Jul (2017)	14 Jul (2017)	Doug M.	09 Apr (2017)		0%	Started	None	12 hrs	None
Office Furniture		17 Jul (2017)	21 Jul (2017)	Doug M.	09 Apr (2017)		0%	Started	None	6 hrs	None
Student Study Furniture		24 Jul (2017)	28 Jul (2017)	Doug M.	09 Apr (2017)		0%	Started	None	9 hrs	None
Conference Room Furniture		31 Jul (2017)	01 Aug (2017)	Doug M.	09 Apr (2017)		0%	Started	None	6 hrs	None

			None	39 hrs	None

Milestone	Description	Date Due	Responsible	Status	Days Late	Date Completed
Staff Move-in		12 Aug (2017)	Scott A., Paul D., Doug M.	Upcoming		

Staff Move-in

Task	Description	Start Date	Date Due	Assigned To	Date Created	Priority	Progress	Status	Est.	Time	Billable
Staff Packs at Current Location		28 Jul (2017)	31 Jul (2017)	Scott A.	09 Apr (2017)		0%	Started	None	6 hrs	None
Items Moved to E-Building		01 Aug (2017)	01 Aug (2017)	Doug M.	09 Apr (2017)		0%	Started	None	9 hrs	None
Staff Unpacks/Sets-up @ E-Bldg		02 Aug (2017)	03 Aug (2017)	Doug M.	09 Apr (2017)		0%	Started	None	6 hrs	None
Phones Transferred/Staff Moves-in		04 Aug (2017)	04 Aug (2017)	Doug M.	09 Apr (2017)		0%	Started	None	2 hrs	None
									None	23 hrs	None

Tasks not associated with a milestone

Generated for Scott A. Hauert at 22:00 04/23/2017

March, 2017

Wednesday Mar 08	• ~~Statement of Work~~ Draft and Finalize Statement of Work	Completed	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Scott A. Hauert

April, 2017

Monday Apr 03	• ~~Initial Architectural Drawings Delivered~~	Completed	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** John Dick, Emily Ransom
Friday Apr 21	• ~~Final Architectural Drawings Delivered~~	Completed	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** John Dick, Emily Ransom
Wednesday Apr 26	• **Construction Contract Signed**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy

May, 2017

Thursday May 11	• **North End E-Bldg Demolition Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Brad Carpenter
Saturday May 13	• **Classroom and Lab Demolition Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Brad Carpenter

June, 2017

Saturday Jun 03	• **Courtroom & Office Framing Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Brad Carpenter
Saturday Jun 10	• **Classroom Renovation Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Brad Carpenter

Tuesday Jun 20	• I.T. Infrastructure Complete	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Mike Poplin, Doug McCarthy, Chuck Fortino, Charles Spencer
Saturday Jun 24	• Courtroom Mill Work Complete	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Brad Carpenter

July, 2017

Saturday Jul 08	• **Computer Lab Renovation Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Chuck Fortino, Brad Carpenter
	• **Courtroom Electronics Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Mike Poplin, Doug McCarthy, Chuck Fortino
Saturday Jul 22	• **Staff Office Renovation Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Scott A. Hauert, Doug McCarthy, Brad Carpenter
Saturday Jul 29	• **Conference Room Renovation Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Brad Carpenter

August, 2017

Saturday Aug 05	• **Student Study Area Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Scott A. Hauert, Mike Poplin, Doug McCarthy, Chuck Fortino, Brad Carpenter
	• **Common Hallway Renovation Complete**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy, Brad Carpenter
Wednesday Aug 09	• **Classroom, Courtroom, Office Furniture Installed/Set-up**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Doug McCarthy
Saturday Aug 12	• **Staff Move-in**	Upcoming	Paralegal Studies Relocation [03/01/2017 - 08/12/2017] (Phoenix College)	**Assigned to:** Scott A. Hauert, Paul DeRose, Doug McCarthy

Filtered Totals: Logged: 683 hours 30 minutes (683.50) Non-billable: 683 hours 30 minutes (683.50)

Paralegal Studies Relocation (Phoenix College)

Date	Who	Description	Task list	Start	End	Billable	Billed	Time	Hours
03/01/2017	Scott A. Hauert	Task: Identify Work Criteria Identify Work Requirement	Statement of Work	09:00	12:00	✖	✖	3 hrs	3.000
03/01/2017	Doug McCarthy	Task: Identify Work Criteria Identify Work Requirement	Statement of Work	09:00	12:00	✖	✖	3 hrs	3.000
03/01/2017	Chuck Fortino	Task: Identify Work Criteria Identify Work Requirement	Statement of Work	09:00	12:00	✖	✖	3 hrs	3.000
03/06/2017	Scott A. Hauert	Task: Define Objectives Define Objectives	Statement of Work	09:00	12:00	✖	✖	3 hrs	3.000
03/06/2017	Paul DeRose	Task: Define Objectives Define Objectives	Statement of Work	09:00	12:00	✖	✖	3 hrs	3.000
03/06/2017	Scott A. Hauert	Task: Define Work Requirements	Statement of Work	13:00	16:00	✖	✖	3 hrs	3.000
03/06/2017	Doug McCarthy	Task: Define Work Requirements	Statement of Work	13:00	16:00	✖	✖	3 hrs	3.000
03/08/2017	Scott A. Hauert	Task: Identify Milestones Identify Milestones	Statement of Work	09:00	11:00	✖	✖	2 hrs	2.000
03/08/2017	Chuck Fortino	Task: Identify Milestones Identify Milestones	Statement of Work	09:00	11:00	✖	✖	2 hrs	2.000
03/08/2017	Doug McCarthy	Task: Identify Milestones Identify Milestones	Statement of Work	09:00	11:00	✖	✖	2 hrs	2.000
03/08/2017	Paul DeRose	Task: Identify Milestones Identify Milestones	Statement of Work	09:00	11:00	✖	✖	2 hrs	2.000
03/08/2017	Scott A. Hauert	Task: Identify Acceptance Criteria	Statement of Work	16:00	17:30	✖	✖	1 hrs 30 mins	1.500
03/08/2017	Paul DeRose	Task: Identify Acceptance Criteria	Statement of Work	16:00	17:30	✖	✖	1 hrs 30 mins	1.500
03/20/2017	Scott A. Hauert	Task: Facility Space Analysis	Initial Architectural Plans	12:00	17:00	✖	✖	5 hrs	5.000
03/20/2017	Scott A. Hauert	Task: Facility Space Analysis	Initial Architectural Plans	12:00	17:00	✖	✖	5 hrs	5.000
03/20/2017	John Dick	Task: Facility Space Analysis	Initial Architectural Plans	12:00	17:00	✖	✖	5 hrs	5.000

Date	Name	Task	Category	Start	End			Duration	Hours
03/20/2017	Doug McCarthy	Task: Facility Space Analysis	Initial Architectural Plans	12:00	17:00	✖	✖	5 hrs	5.000
03/20/2017	Brad Carpenter	Task: Facility Space Analysis	Initial Architectural Plans	12:00	17:00	✖	✖	5 hrs	5.000
03/24/2017	Scott A. Hauert	Task: Statement of Work Published Draft & Publish Statement of Work	Initial Architectural Plans	12:30	17:30	✖	✖	5 hrs	5.000
04/05/2017	Scott A. Hauert	Task: Review Plan Options w/Stakeholders	Final Architectural Plans	13:30	15:00	✖	✖	1 hrs 30 mins	1.500
04/05/2017	Emily Ransom	Task: Review Plan Options w/Stakeholders	Final Architectural Plans	13:30	15:00	✖	✖	1 hrs 30 mins	1.500
04/05/2017	John Dick	Task: Review Plan Options w/Stakeholders	Final Architectural Plans	13:30	15:00	✖	✖	1 hrs 30 mins	1.500
04/05/2017	Doug McCarthy	Task: Review Plan Options w/Stakeholders	Final Architectural Plans	13:30	15:00	✖	✖	1 hrs 30 mins	1.500
04/06/2017	Scott A. Hauert	Task: Review Plan Options w/Stakeholders Review & Finalize Architectural Plans With Stakeholders	Final Architectural Plans	13:00	15:00	✖	✖	2 hrs	2.000
04/09/2017	Scott A. Hauert	Task: Review Plan Options w/Stakeholders Review & Finalize Architectural Plans With Stakeholders	Final Architectural Plans	14:30	16:30	✖	✖	2 hrs	2.000
04/09/2017	Scott A. Hauert	Task: Review Selected Plan with Architects/Contractors Finalize Architectural Plans With Architect/Contractor	Final Architectural Plans	16:38	18:38	✖	✖	2 hrs	2.000
04/09/2017	Emily Ransom	Task: Review Selected Plan with Architects/Contractors Finalize Architectural Plans With Architect/Contractor	Final Architectural Plans	16:38	18:38	✖	✖	2 hrs	2.000
04/09/2017	John Dick	Task: Review Selected Plan with Architects/Contractors Finalize Architectural Plans With Architect/Contractor	Final Architectural Plans	16:38	18:38	✖	✖	2 hrs	2.000
04/09/2017	Brad Carpenter	Task: Review Selected Plan with Architects/Contractors Finalize Architectural Plans With Architect/Contractor	Final Architectural Plans	16:38	18:38	✖	✖	2 hrs	2.000
04/09/2017	Doug McCarthy	Task: Review Selected Plan with Architects/Contractors Finalize Architectural Plans With Architect/Contractor	Final Architectural Plans	16:38	18:38	✖	✖	2 hrs	2.000
04/10/2017	Brad Carpenter	Task: Remove existing interior walls	North End Demolition	08:00	16:00	✖	✖	8 hrs	8.000
04/10/2017	Doug McCarthy	Task: Remove & Store all furniture	North End Demolition	08:00	15:00	✖	✖	7 hrs	7.000
04/11/2017	Brad Carpenter	Task: Remove existing interior walls	North End Demolition	08:00	16:00	✖	✖	8 hrs	8.000
04/11/2017	Doug McCarthy	Task: Remove & Discard all window coverings	North End Demolition	10:00	16:00	✖	✖	6 hrs	6.000
04/13/2017	Chuck Fortino	Task: Remove Existing Power & Data Poles	Classroom & Lab Demolition	08:00	14:30	✖	✖	6 hrs 30 mins	6.500
04/19/2017	Brad Carpenter	Task: Remove Existing Carpet & Window Coverings	Classroom & Lab Demolition	08:00	16:00	✖	✖	8 hrs	8.000
05/01/2017	Brad Carpenter	Task: Replace Ceiling Tiles & Fixtures	Classroom Renovation	09:00	17:00	✖	✖	8 hrs	8.000
05/02/2017	Doug McCarthy	Task: Paint Classrooms	Classroom Renovation	08:00	16:00	✖	✖	8 hrs	8.000

Date	Name	Task	Category	Start	End			Hours	Value
05/09/2017	Mike Poplin	Task: Program Extron Components	Courtroom Electronics	12:18	19:18	✖	✖	7 hrs	7.000
05/10/2017	Brad Carpenter	Task: Remove Interior "Wall Windows"	Classroom & Lab Demolition	08:00	16:00	✖	✖	8 hrs	8.000
05/11/2017	Doug McCarthy	Task: Install Window Coverings	Classroom Renovation	08:00	16:00	✖	✖	8 hrs	8.000
05/15/2017	Mike Poplin	Task: Remove & Store Furniture/Podiums/Screens/Projectors	Classroom & Lab Demolition	08:00	16:00	✖	✖	8 hrs	8.000
05/17/2017	Brad Carpenter	Task: Install Carpet	Classroom Renovation	06:00	18:00	✖	✖	12 hrs	12.000
05/17/2017	Brad Carpenter	Task: Construct Raised Bench Subfloor	Courtroom & Office Framing	08:00	17:00	✖	✖	9 hrs	9.000
05/18/2017	Brad Carpenter	Task: Construct Raised Bench Subfloor	Courtroom & Office Framing	08:00	14:00	✖	✖	6 hrs	6.000
05/23/2017	Mike Poplin	Task: Re-Install Podiums/Projectors/Screens	Classroom Renovation	07:00	17:00	✖	✖	10 hrs	10.000
05/23/2017	Brad Carpenter	Task: Paint Finished Walls	Courtroom Finish/Millwork	07:00	18:00	✖	✖	11 hrs	11.000
05/23/2017	Brad Carpenter	Task: Construct Raised Jury Box Subfloor	Courtroom & Office Framing	08:00	17:00	✖	✖	9 hrs	9.000
05/24/2017	Scott A. Hauert	Task: Install Wainscoting	Courtroom Finish/Millwork	08:00	19:00	✖	✖	11 hrs	11.000
05/26/2017	Brad Carpenter	Task: Install Floor Boxes	Courtroom & Office Framing	08:00	17:00	✖	✖	9 hrs	9.000
05/29/2017	Brad Carpenter	Task: Construct Judges Bench Area	Courtroom & Office Framing	08:00	17:00	✖	✖	9 hrs	9.000
05/29/2017	Brad Carpenter	Task: Construct New Office Walls	Courtroom & Office Framing	08:00	16:00	✖	✖	8 hrs	8.000
05/29/2017	Mike Poplin	Task: Install Switching/Routing/Extron Equipment	I.T. Infrastructure	08:00	17:00	✖	✖	9 hrs	9.000
05/29/2017	Brad Carpenter	Task: Install Mecho-Blinds	Courtroom Finish/Millwork	08:11	19:11	✖	✖	11 hrs	11.000
05/29/2017	Brad Carpenter	Task: Install Great Seal	Courtroom Finish/Millwork	17:11	19:11	✖	✖	2 hrs	2.000
05/30/2017	Brad Carpenter	Task: Construct Judges Bench Area	Courtroom & Office Framing	08:00	15:00	✖	✖	7 hrs	7.000
05/30/2017	Brad Carpenter	Task: Construct New Office Walls	Courtroom & Office Framing	08:00	16:00	✖	✖	8 hrs	8.000
05/31/2017	Brad Carpenter	Task: Constructor Spectator Gallery	Courtroom & Office Framing	08:00	16:00	✖	✖	8 hrs	8.000
06/01/2017	Brad Carpenter	Task: Construct Court "Well"	Courtroom & Office Framing	08:00	16:00	✖	✖	8 hrs	8.000
06/04/2017	Doug McCarthy	Task: Remove & Store Workstations	Computer Labs Rennovation	08:00	15:00	✖	✖	7 hrs	7.000
06/04/2017	Chuck Fortino	Task: Remove & Store Workstations	Computer Labs Rennovation	08:00	15:00	✖	✖	7 hrs	7.000
06/06/2017	Charles Spencer	Task: Connect Internet Feeds at Switch block/Demarc/ISP	I.T. Infrastructure	07:00	17:00	✖	✖	10 hrs	10.000
06/06/2017	Mike Poplin	Task: Install Equipment Rack in IDF	I.T. Infrastructure	07:00	17:00	✖	✖	10 hrs	10.000
06/06/2017	Brad Carpenter	Task: Refinish Hardwood Floor/Install Carpet	Courtroom Finish/Millwork	07:00	17:00	✖	✖	10 hrs	10.000
06/07/2017	Charles Spencer	no description		07:00	17:00	✖	✖	10 hrs	10.000
06/08/2017	Charles Spencer	Task: Data Cable Runs	I.T. Infrastructure	07:00	16:00	✖	✖	9 hrs	9.000
06/13/2017	Doug McCarthy	Task: Paint & Carpet	Staff Office Renovation	07:00	15:00	✖	✖	8 hrs	8.000
06/13/2017	Brad Carpenter	Task: Paint & Carpet	Staff Office Renovation	07:00	15:00	✖	✖	8 hrs	8.000
06/13/2017	Brad Carpenter	Task: Remove Carpet & Window Coverings	Computer Labs Rennovation	07:15	14:15	✖	✖	7 hrs	7.000
06/13/2017	Doug McCarthy	Task: Remove Carpet & Window Coverings	Computer Labs Rennovation	07:15	14:15	✖	✖	7 hrs	7.000

06/14/2017	Brad Carpenter	Task: Install Faux Veneer Finishes	Courtroom Finish/Millwork	07:00	17:00	✖	✖	10 hrs	10.000
06/19/2017	Mike Poplin	Task: Install Courtroom Media Components	Courtroom Electronics	08:00	16:00	✖	✖	8 hrs	8.000
06/21/2017	Brad Carpenter	Task: Paint	Computer Labs Rennovation	07:00	18:00	✖	✖	11 hrs	11.000
06/23/2017	Brad Carpenter	Task: Install Carpet & Window Coverings	Computer Labs Rennovation	08:16	19:16	✖	✖	11 hrs	11.000
06/26/2017	Chuck Fortino	Task: Install Workstations/Connect Power	Computer Labs Rennovation	08:17	19:17	✖	✖	11 hrs	11.000
06/26/2017	Doug McCarthy	Task: Install Workstations/Connect Power	Computer Labs Rennovation	08:17	19:17	✖	✖	11 hrs	11.000
06/26/2017	Chuck Fortino	Task: Install New Computers in Workstations	Computer Labs Rennovation	08:18	19:18	✖	✖	11 hrs	11.000
06/27/2017	Doug McCarthy	Task: Power/Phone/Date Relocation	Staff Office Renovation	07:00	15:00	✖	✖	8 hrs	8.000
06/27/2017	Charles Spencer	Task: Power/Phone/Date Relocation	Staff Office Renovation	07:00	15:00	✖	✖	8 hrs	8.000
06/29/2017	Mike Poplin	Task: Connect Components & Finalize Program Logic	Courtroom Electronics	07:00	15:00	✖	✖	8 hrs	8.000
07/03/2017	Doug McCarthy	Task: Courtroom Furniture	Furniture Installation/Set-up	07:30	13:30	✖	✖	6 hrs	6.000
07/05/2017	Doug McCarthy	Task: Remove & Store Furniture	Conference Room Renovation	07:00	13:00	✖	✖	6 hrs	6.000
07/05/2017	Doug McCarthy	Task: Classroom Furniture	Furniture Installation/Set-up	13:32	19:32	✖	✖	6 hrs	6.000
07/06/2017	Brad Carpenter	Task: Remove Carpet & Window Coverings	Conference Room Renovation	07:24	13:24	✖	✖	6 hrs	6.000
07/06/2017	Brad Carpenter	Task: Demo Existing West Wall	Conference Room Renovation	08:00	14:00	✖	✖	6 hrs	6.000
07/10/2017	Brad Carpenter	Task: Reframe & Extend Existing South Wall	Conference Room Renovation	07:25	17:25	✖	✖	10 hrs	10.000
07/12/2017	Brad Carpenter	Task: Paint & Carpet	Staff Office Renovation	07:00	15:00	✖	✖	8 hrs	8.000
07/12/2017	Doug McCarthy	Task: Paint & Carpet	Staff Office Renovation	07:00	15:00	✖	✖	8 hrs	8.000
07/12/2017	Doug McCarthy	Task: Remove Paint/Carpet/Window Coverings	Student Study Area	12:27	19:27	✖	✖	7 hrs	7.000
07/17/2017	Brad Carpenter	Task: Paint & Carpet	Conference Room Renovation	09:26	19:26	✖	✖	10 hrs	10.000
07/17/2017	Doug McCarthy	Task: Classroom Furniture	Furniture Installation/Set-up	13:32	19:32	✖	✖	6 hrs	6.000
07/18/2017	Brad Carpenter	Task: Install Window Wall	Student Study Area	07:00	17:00	✖	✖	10 hrs	10.000
07/20/2017	Brad Carpenter	Task: Window Coverings	Conference Room Renovation	07:00	14:00	✖	✖	7 hrs	7.000
07/20/2017	Doug McCarthy	Task: Office Furniture	Furniture Installation/Set-up	13:33	19:33	✖	✖	6 hrs	6.000
07/24/2017	Brad Carpenter	Task: Paint & Carpet	Student Study Area	07:00	16:00	✖	✖	9 hrs	9.000
07/24/2017	Brad Carpenter	Task: Paint	Common Hallway	07:30	16:30	✖	✖	9 hrs	9.000
07/24/2017	Chuck Fortino	Task: Student Study Furniture	Furniture Installation/Set-up	07:33	16:33	✖	✖	9 hrs	9.000
07/25/2017	Brad Carpenter	Task: Refinish Floors	Common Hallway	07:30	16:30	✖	✖	9 hrs	9.000
07/25/2017	Brad Carpenter	Task: Window Coverings	Student Study Area	08:00	15:00	✖	✖	7 hrs	7.000
07/27/2017	Doug McCarthy	Task: Conference Room Furniture	Furniture Installation/Set-up	07:00	13:00	✖	✖	6 hrs	6.000
07/28/2017	Scott A. Hauert	Task: Staff Packs at Current Location	Staff Move-in	13:34	19:34	✖	✖	6 hrs	6.000
08/01/2017	Doug McCarthy	Task: Items Moved to E-Building	Staff Move-in	07:00	16:00	✖	✖	9 hrs	9.000

| 08/02/2017 | Doug McCarthy | Task: Staff Unpacks/Sets-up @ E-Bldg | Staff Move-in | 10:35 | 16:35 | ✖ | ✖ | 6 hrs | 6.000 |
| 08/04/2017 | Doug McCarthy | Task: Phones Transferred/Staff Moves-in | Staff Move-in | 09:36 | 11:36 | ✖ | ✖ | 2 hrs | 2.000 |

Total	683 hours 30 minutes	683.50
Non Billable Time	683 hours 30 minutes	683.50

People on this Project

9 People : 9 users   0 contacts   B   C   D   E   J   M   P   S

SAHCS Group

| | | | | Scott A. Hauert | | SAHCS Group | | ✉ scott@hauert.net |

Dick Fritch Design Group

| | ER | ✉ | 🛡 | Emily Ransom | | Dick Fritch Design Group | | ✉ emily@sahcs.com |
| | JD | ✉ | 🛡 | John Dick | | Dick Fritch Design Group | | ✉ john@sahcs.com |

DL Withers Construction

| | BC | ✉ | 🛡 | Brad Carpenter | | DL Withers Construction | | ✉ brad@sahcs.com |

End-2-End Communication

| | CS | ✉ | 🛡 | Charles Spencer | | End-2-End Communication | | ✉ charles@sahcs.com |

Phoenix College

| | CF | ✉ | 🛡 | Chuck Fortino | | Phoenix College | | ✉ chuck@sahcs.com |

			Doug McCarthy	Phoenix College	✉ doug@sahcs.com
			Mike Poplin	Phoenix College	✉ mike@sahcs.com
			Paul DeRose	Phoenix College	✉ paul@sahcs.com

Set Rates — Staff Cost per Hour ✕

⇢ Default Project Rate	0.00	★	↓
Scott A. Hauert	91.00	★	
Doug McCarthy	86.00	★	
Mike Poplin	78.00	★	
John Dick	200.00	★	
Emily Ransom	125.00	★	
Chuck Fortino	50.00	★	
Brad Carpenter	95.00	★	
Paul DeRose	98.00	★	
Charles Spencer	110.00	★	

Close   Update

Paralegal Program Relocation - Cost Breakdown

INVOICE DESCRIPTION	COST
Architectural Services	$17,000
Extron Components	$90,000
I.T. Infrstructure Services	$10,000
Computers for Labs	$50,000
Construction Services	$285,000
Total Cost:	**$452,000**

SAHCS Group

Invoice

Ref Name/No.:   PLRINV005

Invoice Date: 04/28/2017

Notes:

DL Withers Construction Services for Project

Invoice has no items listed

Total: $ 285,000.00

SAHCS Group

Invoice

Ref Name/No.:   PLRNINV004

Invoice Date: 05/22/2017

Notes:

50 Computers for New Computer Labs

Invoice has no items listed

Total: $ 50,000.00

SAHCS Group

Invoice

Notes:

End-2-End Communication I.T. Infrastructure Services

Invoice has no items listed

Total: $ 10,000.00

SAHCS Group

Invoice

Ref Name/No.: PLRINV002

Invoice Date: 05/01/2017

Notes:

Extron Components for Courtroom

Invoice has no items listed

Total: $ 90,000.00

SAHCS Group

Invoice

Notes:

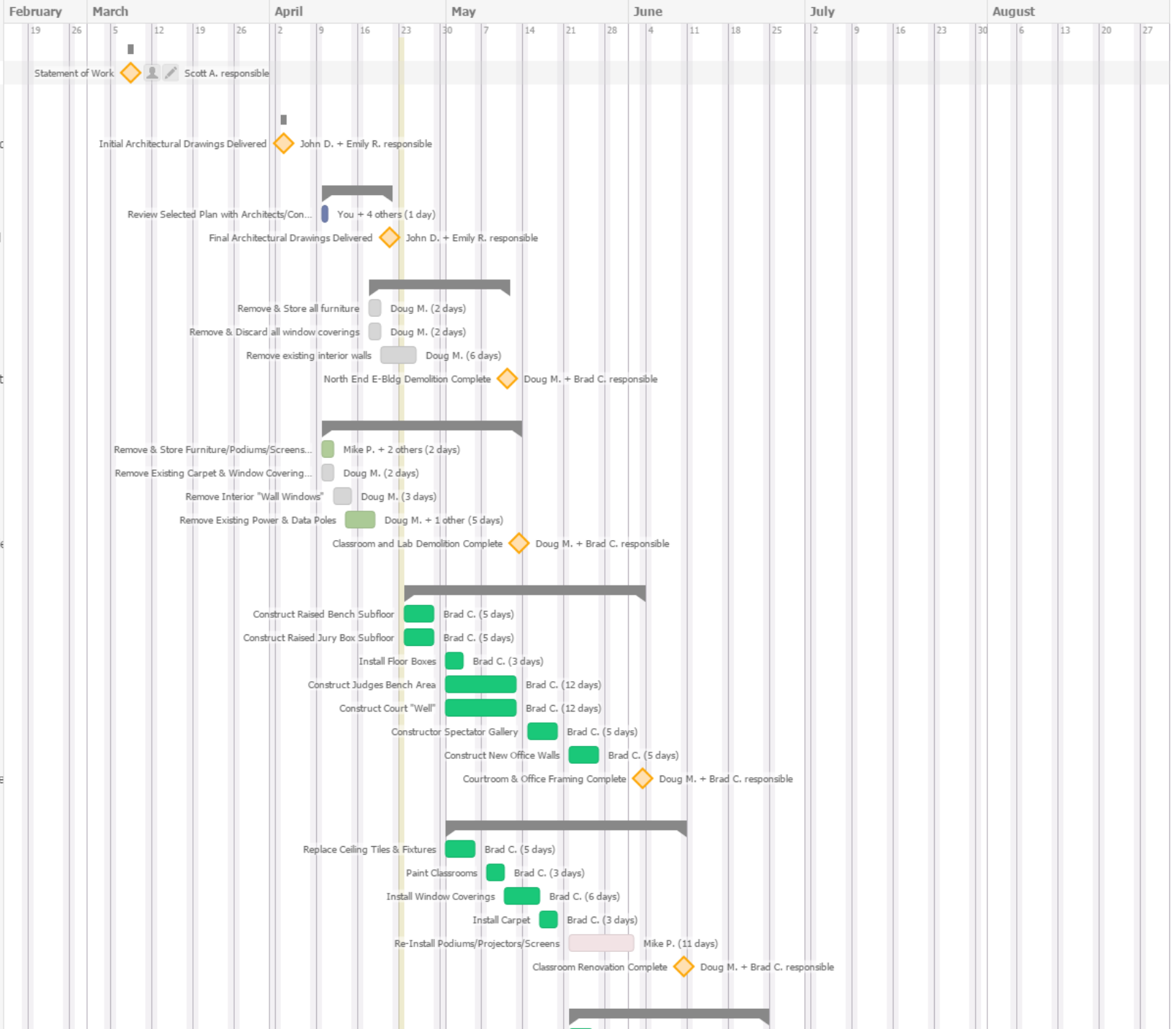Architectural Services

 Invoice has no items listed

Total: $ 17,000.00

Paralegal Studies Relocation
Phoenix College

2017

	February	March	April	May	June	July	August
	19 26	5 12 19 26	2 9 16 23	30 7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27

Statement of Work — 0%
- Statement of Work

Statement of Work ◇ 👤 ✏ Scott A. responsible

Initial Architectural Plans — 0%
- Initial Architectural Drawings Delivered

Initial Architectural Drawings Delivered ◇ John D. + Emily R. responsible

Final Architectural Plans — 0%
- Review Selected Plan with Architec... 0%
- Final Architectural Drawings Delivered

Review Selected Plan with Architects/Con... You + 4 others (1 day)

Final Architectural Drawings Delivered ◇ John D. + Emily R. responsible

North End Demolition — 0%
- Remove & Store all furniture 0%
- Remove & Discard all window cove 0%
- Remove existing interior walls 0%
- North End E-Bldg Demolition Complet

Remove & Store all furniture — Doug M. (2 days)
Remove & Discard all window coverings — Doug M. (2 days)
Remove existing interior walls — Doug M. (6 days)
North End E-Bldg Demolition Complete ◇ Doug M. + Brad C. responsible

Classroom & Lab Demolition — 0%
- Remove & Store Furniture/Podium 0%
- Remove Existing Carpet & Window 0%
- Remove Interior "Wall Windows" 0%
- Remove Existing Power & Data Pol 0%
- Classroom and Lab Demolition Comple

Remove & Store Furniture/Podiums/Screens... — Mike P. + 2 others (2 days)
Remove Existing Carpet & Window Covering... — Doug M. (2 days)
Remove Interior "Wall Windows" — Doug M. (3 days)
Remove Existing Power & Data Poles — Doug M. + 1 other (5 days)
Classroom and Lab Demolition Complete ◇ Doug M. + Brad C. responsible

Courtroom & Office Framing — 0%
- Construct Raised Bench Subfloor 0%
- Construct Raised Jury Box Subfloo 0%
- Install Floor Boxes 0%
- Construct Judges Bench Area 0%
- Construct Court "Well" 0%
- Constructor Spectator Gallery 0%
- Construct New Office Walls 0%
- Courtroom & Office Framing Complete

Construct Raised Bench Subfloor — Brad C. (5 days)
Construct Raised Jury Box Subfloor — Brad C. (5 days)
Install Floor Boxes — Brad C. (3 days)
Construct Judges Bench Area — Brad C. (12 days)
Construct Court "Well" — Brad C. (12 days)
Constructor Spectator Gallery — Brad C. (5 days)
Construct New Office Walls — Brad C. (5 days)
Courtroom & Office Framing Complete ◇ Doug M. + Brad C. responsible

Classroom Renovation — 0%
- Replace Ceiling Tiles & Fixtures 0%
- Paint Classrooms 0%
- Install Window Coverings 0%
- Install Carpet 0%
- Re-Install Podiums/Projectors/Scre 0%
- Classroom Renovation Complete

Replace Ceiling Tiles & Fixtures — Brad C. (5 days)
Paint Classrooms — Brad C. (3 days)
Install Window Coverings — Brad C. (6 days)
Install Carpet — Brad C. (3 days)
Re-Install Podiums/Projectors/Screens — Mike P. (11 days)
Classroom Renovation Complete ◇ Doug M. + Brad C. responsible

Courtroom Finish/Millwork — 0%

Task	%	Bar Label
Paint Finished Walls	0%	Paint Finished Walls — Brad C. (4 days)
Install Wainscoting	0%	Install Wainscoting — Brad C. (4 days)
Install Mecho-Blinds	0%	Install Mecho-Blinds — Brad C. (5 days)
Install Great Seal	0%	Install Great Seal — Brad C. (5 days)
Refinish Hardwood Floor/Install Ca	0%	Refinish Hardwood Floor/Install Carpet — Brad C. (5 days)
Install Faux Veneer Finishes	0%	Install Faux Veneer Finishes — Brad C. (5 days)
Courtroom Mill Work Complete		Courtroom Mill Work Complete — Doug M. + Brad C. responsible
I.T. Infrastructure	**0%**	
Install Equipment Rack in IDF	0%	Install Equipment Rack in IDF — Mike P. (8 days)
Data Cable Runs	0%	Data Cable Runs — Charles S. (8 days)
Install Switching/Routing/Extron E	0%	Install Switching/Routing/Extron Equipme... — Mike P. (4 days)
Connect Internet Feeds at Switch I	0%	Connect Internet Feeds at Switch block/D... — Charles S. (3 days)
I.T. Infrastructure Complete		I.T. Infrastructure Complete — Mike P. + 3 others responsible
Computer Labs Rennovation	**0%**	
Remove Carpet & Window Coverin	0%	Remove Carpet & Window Coverings — Doug M. + 1 other (4 days)
Remove & Store Workstations	0%	Remove & Store Workstations — Doug M. + 1 other (3 days)
Paint	0%	Paint — Brad C. (4 days)
Install Carpet & Window Coverings	0%	Install Carpet & Window Coverings — Brad C. (4 days)
Install Workstations/Connect Powe	0%	Install Workstations/Connect Power — Doug M. + 1 other (4 days)
Install New Computers in Workstat	0%	Install New Computers in Workstations — Chuck F. (4 days)
Computer Lab Renovation Complete		Computer Lab Renovation Complete — Doug M. + 2 others responsible
Courtroom Electronics	**0%**	
Program Extron Components	0%	Program Extron Components — Mike P. (19 days)
Install Courtroom Media Compone	0%	Install Courtroom Media Components — Mike P. (5 days)
Connect Components & Finalize Pr	0%	Connect Components & Finalize Program Lo... — Mike P. (8 days)
Courtroom Electronics Complete		Courtroom Electronics Complete — Mike P. + 2 others responsible
Staff Office Renovation	**0%**	
Power/Phone/Date Relocation	0%	Power/Phone/Date Relocation — Doug M. + 1 other (7 days)
Paint & Carpet	0%	Paint & Carpet — Doug M. + 1 other (8 days)
Staff Office Renovation Complete		Staff Office Renovation Complete — Scott A. + 2 others responsible
Conference Room Renovation	**0%**	
Remove & Store Furniture	0%	Remove & Store Furniture — Doug M. (2 days)
Remove Carpet & Window Coverin	0%	Remove Carpet & Window Coverings — Brad C. (2 days)
Demo Existing West Wall	0%	Demo Existing West Wall — Brad C. (3 days)
Reframe & Extend Existing South	0%	Reframe & Extend Existing South Wall — Brad C. (5 days)
Paint & Carpet	0%	Paint & Carpet — Brad C. (3 days)
Window Coverings	0%	Window Coverings — Brad C. (2 days)
Conference Room Renovation Comple		Conference Room Renovation Complete — Doug M. + Brad C. responsible
Student Study Area	**0%**	
Remove Paint/Carpet/Window Cov	0%	Remove Paint/Carpet/Window Coverings — Doug M. (3 days)
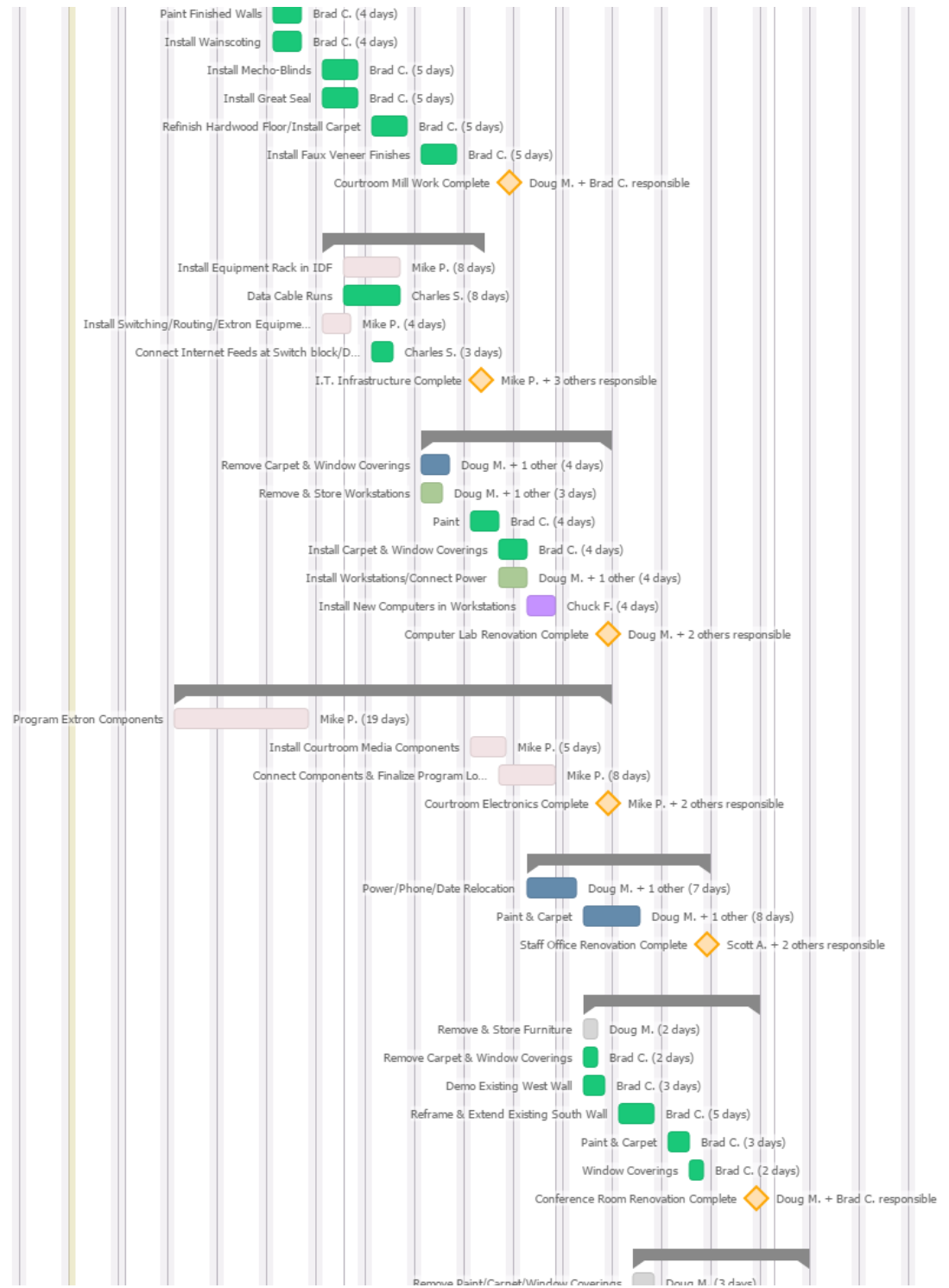
Task	%		Resource
Remove Paint, Carpet, Window Cov...	0%		Doug M. (5 days)
Install Window Wall	0%		Brad C. (8 days)
Paint & Carpet	0%		Brad C. (3 days)
Window Coverings	0%		Brad C. (3 days)
Student Study Area Complete			Scott A. + 4 others responsible
Common Hallway	**0%**		
Paint	0%		Brad C. (6 days)
Refinish Floors	0%		Doug M. (6 days)
Common Hallway Renovation Complet	0%		Doug M. + Brad C. responsible
Furniture Installation/Set-up	**0%**		
Courtroom Furniture	0%		Doug M. (7 days)
Classroom Furniture	0%		Doug M. (5 days)
Office Furniture	0%		Doug M. (5 days)
Student Study Furniture	0%		Doug M. (5 days)
Conference Room Furniture	0%		Doug M. (2 days)
Classroom, Courtroom, Office Furnitur			Classroom, Courtroom, Office Furniture I... Doug M. responsible
Staff Move-in	**0%**		
Staff Packs at Current Location	0%		Scott A. (4 days)
Items Moved to E-Building	0%		Doug M. (1 day)
Staff Unpacks/Sets-up @ E-Bldg	0%		Doug M. (2 days)
Phones Transferred/Staff Moves-in	0%		Doug M. (1 day)
Staff Move-in			Scott A. + 2 others resp...

COMMUNICATIONS MANAGEMENT PLAN*
PARALEGAL STUDIES RELOCATION PROJECT

PHOENIX COLLEGE
1202 W. THOMAS ROAD
PHOENIX, AZ 85013

APRIL 23, 2017

TABLE OF CONTENTS

INTRODUCTION

This Communications Management Plan sets the communications framework for this project. It will serve as a guide for communications throughout the life of the project and will be updated as communication needs change. This plan identifies and defines the roles of persons involved in this project. It also includes a communications matrix which maps the communication requirements of this project. An in-depth guide for conducting meetings details both the communications rules and how the meetings will be conducted, ensuring successful meetings. A project team directory is included to provide contact information for all stakeholders directly involved in the project.

COMMUNICATIONS MANAGEMENT APPROACH

The Project Manager will take a proactive role in ensuring effective communications on this project. The communications requirements are documented in the Communications Matrix presented in this document. The Communications Matrix will be used as the guide for what information to communicate, who is to do the communicating, when to communicate it and to whom to communicate.

As with most project plans, updates or changes may be required as the project progresses or changes are approved. Changes or updates may be required due to changes in personnel, scope, budget, or other reasons. Additionally, updates may be required as the project matures and additional requirements are needed. The project manager is responsible for managing all proposed and approved changes to the communications management plan. Once the change is approved, the project manager will update the plan and supporting documentation and will distribute the updates to the project team and all stakeholders. This methodology is consistent with the project's Change Management Plan and ensures that all project stakeholders remain aware and informed of any changes to communications management.

COMMUNICATIONS MANAGEMENT CONSTRAINTS

All project communication activities will occur within the project's approved budget, schedule, and resource allocations. The project manager is responsible for ensuring that communication activities are performed by the project team and without external resources which will result in exceeding the authorized budget. Communication activities will occur in accordance with the frequencies detailed in the Communication Matrix in order to ensure the project adheres to schedule constraints. Any deviation of these timelines may result in excessive costs or schedule delays and must be approved by the project sponsor.

Phoenix College institutional policy states that where applicable, standardized formats and templates must be used for all formal project communications. The details of these policy requirements are provided in the section titled "Standardization of Communication" in this document.

Phoenix College institutional policy also states that only a Vice President or higher level employee may authorize the distribution of confidential information. The project manager is

responsible for ensuring that approval is requested and obtained prior to the distribution of any confidential information regarding this project.

STAKEHOLDER COMMUNICATION REQUIREMENTS

As part of identifying all project stakeholders, the project manager will communicate with each stakeholder in order to determine their preferred frequency and method of communication. This feedback will be maintained by the project manager in the project's Stakeholder Register. Standard project communications will occur in accordance with the Communication Matrix; however, depending on the identified stakeholder communication requirements, individual communication is acceptable and within the constraints outlined for this project.

In addition to identifying communication preferences, stakeholder communication requirements must identify the project's communication channels and ensure that stakeholders have access to these channels. If project information is communicated via secure means or through internal company resources, all stakeholders, internal and external, must have the necessary access to receive project communications.

Once all stakeholders have been identified and communication requirements are established, the project team will maintain this information in the project's Stakeholder Register and use this, along with the project communication matrix as the basis for all communications.

ROLES

Project Sponsor
The project sponsor is the champion of the project and has authorized the project by signing the project charter. This person is responsible for the funding of the project and is ultimately responsible for its success. Since the Project Sponsor is at the executive level, communications should be presented in summary format unless the Project Sponsor requests more detailed communications.

Key Stakeholders
Normally, stakeholders includes all individuals and organizations who are impacted by the project. For this project we are defining a subset of the stakeholders as Key Stakeholders. These are the stakeholders with whom we need to communicate with and are not included in the other roles defined in this section. The Key Stakeholders includes executive management with an interest in the project and key users identified for participation in the project.

Change Control Board
The Change Control Board is a designated group which is reviews technical specifications and authorizes changes within the organizations infrastructure. Technical design documents, user impact analysis and implementation strategies are typical of the types of communication this group requires.

Project Manager
The Project Manager has overall responsibility for the execution of the project. The Project Manager manages day to day resources, provides project guidance and monitors and reports on the projects metrics as defined in the Project Management Plan. As the person responsible for the execution of the project, the Project Manager is the primary communicator for the project distributing information according to this Communications Management Plan.

Project Team
The Project Team is comprised of all persons who have a role performing work on the project. The project team needs to have a clear understanding of the work to be completed and the framework in which the project is to be executed. Since the Project Team is responsible for completing the work for the project they played a key role in creating the Project Plan including defining its schedule and work packages. The Project Team requires a detailed level of communications which is achieved through day to day interactions with the Project Manager and other team members along with weekly team meetings.

PROJECT TEAM DIRECTORY
The following table presents contact information for all persons identified in this communications management plan. The email addresses and phone numbers in this table will be used to communicate with these people.

Role	Name	Title	Organization/ Department	Email	Phone
Project Sponsor	P. DeRose	VP of Administration	Administrative Services	p.derose@pc.edu	(555) 555-1212
Project Manager	S. Hauert	Project Manager	Paralegal Studies	s.hauert@pc.edu	(555) 555-1414
Project Stakeholders	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register	See Stakeholder Register
Project Team					
Technical Lead					

COMMUNICATION METHODS AND TECHNOLOGIES

The project team will determine, in accordance with Phoenix College institutional policy, the communication methods and technologies based on several factors to include: stakeholder communication requirements, available technologies (internal and external), and organizational policies and standards.

Phoenix College. maintains a Teamworks.com platform to provide updates, archive various reports, and conduct project communications. This platform enables senior management, as well as all stakeholders to access project data and communications at any point in time.

Teamworks.com also provides the ability for stakeholders and project team members to collaborate on project work and communication.

Teamworks.com provides a web site a mobile device access to the project information. Access to Teamworks.com will be controlled with a username and password. All stakeholders needing access will be issued a unique username and password in order to access the web site. The project manager is responsible for ensuring all project communications and documentation are copied to the web site and that the content mirrors what is contained on the Teamworks.com platform.

All project teams are responsible for developing, maintaining, and communicating schedules using Teamworks. Gantt Charts are the preferred format for communicating schedules to stakeholders. The project schedule will be maintained on the Teamworks.com.

All project communication and documentation, in addition to being maintained on the Teamworks.com platform and project website, will be archived on the internal Phoenix College shared drive which resides in the PMO program directory. Organizational naming conventions for files and folder will be applied to all archived work.

COMMUNICATIONS MATRIX

The following table identifies the communications requirements for this project.

Communication Type	Objective of Communication	Medium	Frequency	Audience	Owner	Deliverable	Format
Kickoff Meeting	Introduce the project team and the project. Review project objectives and management approach.	• Face to Face	Once	• Project Sponsor • Project Team • Stakeholders	Project Manager	• Agenda • Meeting Minutes	• Soft copy archived on project Teamworks.com site and project web site
Project Team Meetings	Review status of the project with the team.	• Face to Face • Conference Call	Weekly	• Project Team	Project Manager	• Agenda • Meeting Minutes • Project schedule	• Soft copy archived on project Teamworks.com site and project web site
Technical Design Meetings	Discuss and develop technical design solutions for the project.	• Face to Face	As Needed	• Project Technical Staff	Technical Lead	• Agenda • Meeting Minutes	• Soft copy archived on project Teamworks.com site and project web site
Weekly Project Status Meetings	Report on the status of the project to management.	• Face to Face • Conference Call	Weekly	• PMO	Project Manager	• Slide updates • Project schedule	• Soft copy archived on project Teamworks.com site and project web site
Project Status Reports	Report the status of the project including activities, progress, costs and issues.	• Email	Weekly	• Project Sponsor • Project Team • Stakeholders • PMO	Project Manager	• Project Status Report • Project schedule	• Soft copy archived on project Teamworks.com site and project web site

COMMUNICATION FLOWCHART

The communication flowchart below was created to aid in project communication. This flowchart provides a framework for the project team to follow for this project. However, there may be occasions or situations which fall outside of the communication flowchart where additional clarification is necessary. In these situations the Project Manager is responsible for discussing the communication with the Project Sponsor and making a determination on how to proceed.
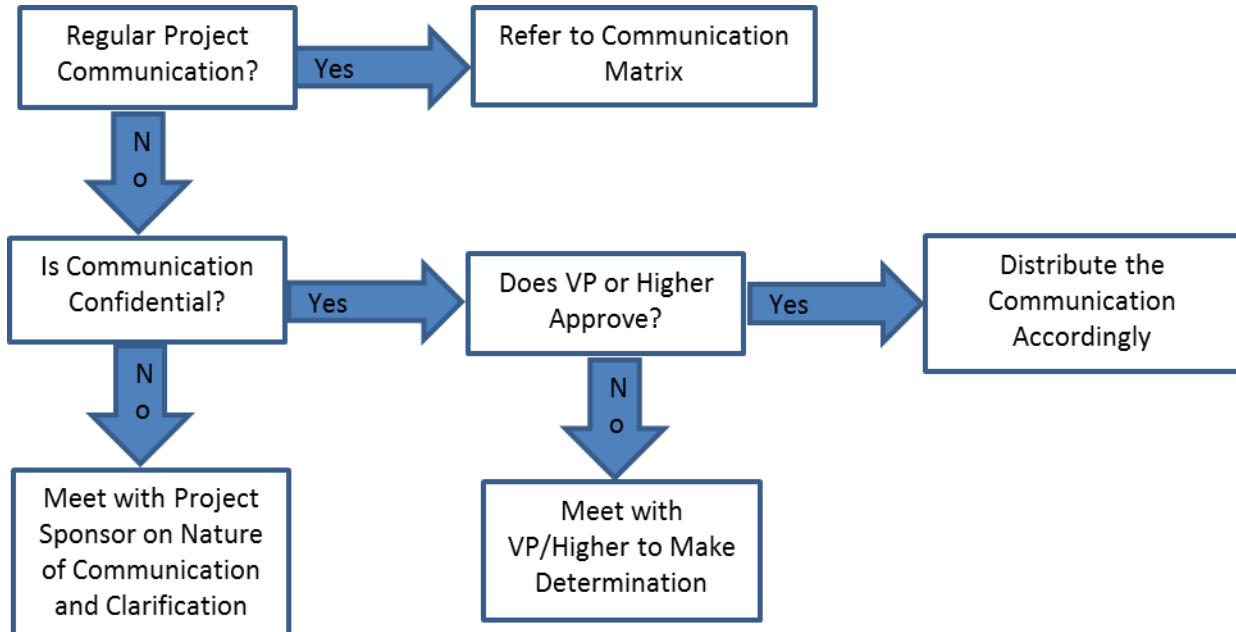
GUIDELINES FOR MEETINGS

Meeting Agenda
Meeting Agenda will be distributed 5 business days in advance of the meeting. The Agenda should identify the presenter for each topic along with a time limit for that topic. The first item in the agenda should be a review of action items from the previous meeting.

Meeting Minutes
Meeting minutes will be distributed within 2 business days following the meeting. Meeting minutes will include the status of all items from the agenda along with new action items and the Parking Lot list.

Action Items
Action Items are recorded in both the meeting agenda and minutes. Action items will include both the action item along with the owner of the action item. Meetings will start with a review of the status of all action items from previous meetings and end with a review of all new action

items resulting from the meeting. The review of the new action items will include identifying the owner for each action item.

Meeting Chair Person
Unless otherwise identified, the Project Manager will serve as the meeting Chair Person and is responsible for distributing the meeting agenda, facilitating the meeting and distributing the meeting minutes. The Chair Person will ensure that the meeting starts and ends on time and that all presenters adhere to their allocated time frames.

Note Taker
The Note Taker is responsible for documenting the status of all meeting items, maintaining a Parking Lot item list and taking notes of anything else of importance during the meeting. The Note Taker will give a copy of their notes to the Chair Person at the end of the meeting as the Chair Person will use the notes to create the Meeting Minutes.

Time Keeper
The Time Keeper is responsible for helping the facilitator adhere to the time limits set in the meeting agenda. The Time Keeper will let the presenter know when they are approaching the end of their allocated time. Typically a quick hand signal to the presenter indicating how many minutes remain for the topic is sufficient.

Parking Lot
The Parking Lot is a tool used by the facilitator to record and defer items which aren't on the meeting agenda; however, merit further discussion at a later time or through another forum. A parking lot record should identify an owner for the item as that person will be responsible for ensuring follow-up. The Parking Lot list is to be included in the meeting minutes.

COMMUNICATION STANDARDS

For this project, Phoenix College will utilize standard organizational formats and templates for all formal project communications. Formal project communications are detailed in the project's communication matrix and include:

Kickoff Meeting – project team will utilize Phoenix College standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the Phoenix College standard slideshow template.

Project Team Meetings – project team will utilize Phoenix College standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the Phoenix College standard slideshow template.

Technical Design Meetings - project team will utilize Phoenix College standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the Phoenix College standard slideshow template.

Monthly Project Status Meetings - project team will utilize Phoenix College standard templates for meeting agenda and meeting minutes. Additionally, any slides presented will use the Phoenix College standard slideshow template.

Project Status Reports – project team will utilize Phoenix College standard templates for meeting agenda and meeting minutes. Additionally the standard project status report document, available on the share drive, will be used to provide project status.

Informal project communications should be professional and effective but there is no standard template or format that must be used.

COMMUNICATION ESCALATION PROCESS

Efficient and timely communication is the key to successful project completion. As such, it is imperative that any disputes, conflicts, or discrepancies regarding project communications are resolved in a way that is conducive to maintaining the project schedule, ensuring the correct communications are distributed, and preventing any ongoing difficulties. In order to ensure projects stay on schedule and issues are resolved, Phoenix College will use its standard escalation model to provide a framework for escalating communication issues. The table below defines the priority levels, decision authorities, and timeframes for resolution.

Priority	Definition	Decision Authority	Timeframe for Resolution
Priority 1	Major impact to project or business operations. If not resolved quickly there will be a significant adverse impact to revenue and/or schedule.	Vice President or higher	Within 4 hours
Priority 2	Medium impact to project or business operations which may result in some adverse impact to revenue and/or schedule.	Project Sponsor	Within one business day
Priority 3	Slight impact which may cause some minor scheduling difficulties with the project but no impact to business operations or revenue.	Project Manager	Within two business days
Priority 4	Insignificant impact to project but there may be a better solution.	Project Manager	Work continues and any recommendations are submitted via the project change control process

** NOTE: Any communication including sensitive and/or confidential information will require escalation to VP level or higher for approval prior to external distribution.

GLOSSARY OF COMMUNICATION TERMINOLOGY

Term	Definition
Communication	The effective sending and receiving of information. Ideally, the information received should match the information sent. It is the responsibility of the sender to ensure this takes place.
Stakeholder	Individuals or groups involved in the project or whose interests may be affected by the project's execution or outcome.
Communications Management Plan	Portion of the overall Project Management Plan which details how project communications will be conducted, who will participate in communications, frequency of communications, and methods of communications.
Escalation	The process which details how conflicts and issues will be passed up the management chain for resolution as well as the timeframe to achieve resolution.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____   Date: _____
<Project Sponsor>
<Project Sponsor Title>

(This template was adapted from Project Management Documents: Free Project Management Templates. Retrieved http://bit.ly/2oWx53M)

Paralegal Studies Relocation Project
Project Sign-Off

I have reviewed the following finished deliverables as of the date identified below:

1. Mock Courtroom Construction & Millwork
2. Mock Courtroom Electronics
3. Staff Office Renovation
4. Conference Room Renovations
5. Common Hallway
6. Student Study Area
7. Classroom Renovations
8. I.T. Infrastructure
9. Computer Labs Renovations

_____ _____
/s/Scott A. Hauert, Project Manager
August 4, 2017

Paralegal Studies Relocation Project
Project Close-out Checklist

The following must be completed after project sign-off.   The project manager must initial each item once completed and sign/date the document. This document is to be included in the archive of all project documents.

_____1. Conduct project post-mortem
_____2. Document lessons-learned
_____3. Budget Reconciliation
_____4. Update Files
_____5. Archive all Project Documents

_____ _____
/s/Scott A. Hauert, Project Manager
August 4, 2017