

UPON COMPLETION OF FIRST 30 DAYS

- Develop relationship with Project Executive and your current project team members through regular face to face communication
- Develop relationship with the Leadership Team members- show signs of trust and respect from the team in accordance with direction from the Project Executive
- Understand internal project process, roles & responsibilities (expectations) for you and your team members
- Understand our current project and client, consultant contacts and expectations and obligations
- Understand company procedures, processes from bid to final close-out and turnover (generally)
- Have a working understanding of the Software Programs the company utilizes or may be required by contract (List Softwares - Procore, MS Project, Sage 300, Viewpoint, etc.)
- Work with Estimating and Preconstruction to initiate Project Buy-out and effectively buy out the project in accordance with the company's goals.

UPON COMPLETION OF FIRST 60 DAYS

- Take over client and consultant communications as lead manager
- Have Project the project buy out process tracking in accordance with the company goals and provide a reporting scorecard to management
- Have a solid grasp of project plans, details, team and contractual requirements
- Understand possible soft spots and challenges specifically related to the project (example: difficult structure, dewatering and rock issues etc.) and develop with the project team measures to mitigate and manage risk related to these items
- All sub-contracts issued in accordance with the project buyout process and establish a tracking system for the sending and receipt of all required documentation (contracts, addendums, plans, specifications, executed agreements, insurance certificates, safety programs and etcetera)

UPON COMPLETION OF FIRST 90 DAYS

- Permits in hand and verification that any building department comments have / are being addressed by the project team
- Mobilize jobsite and have an agreed upon project plan for execution (site logistics, crane locations, staging areas, vehicular parking, delivery areas, trash chute locations, dumpster locations, safety concerns (screens, overhead protection), hoist locations, temporary utilities and etcetera)
- Implementation plan for mitigating risk both out in the field and supported by appropriate documentation (MSDS Sheets, Notice of Violations, Warnings, Weekly Safety Meetings, Critical Phone Numbers, designated safety staff, and etcetera)

- Plan in place for all project communications both hard and electronic
- Establish and utilize the various computer-based systems and ensure all these systems are fully integrated and all required data is being populated correctly and consistently
- Have a firm grasp of all of the company's contractual obligations, project plans, specifications and all of the roles and responsibilities of the various team members. This also includes the various companies that are part of the overall construction process from the various vendors, subcontractors, engineers, architects and ownership team members.
- Demonstrate trusting relationship with Project Executive and the Leadership Team
- Demonstrate trusting relationship with your project team and supporting team members
- Demonstrate respectful relationship with all leaders of firms participating in project
- Kick-off meeting complete
- OAC meetings established
- Effective and measurable Quality Control program in place

UPON COMPLETION OF 6 MONTHS

- Demonstrate Team Leadership capabilities including effective communication and accountability established- Team Efficiency
- Evaluate subordinate team members and suggest corporate training initiatives for their career development
- Project Schedule in check
- Project on Budget
- Positive feedback, in regard to, professional relationships with team and ancillary members including owner representation and consultants
- Demonstrate proactive attitude
- Clear communications with Project Executive to establish any stop gaps in performance and plan to mitigate

UPON COMPLETION OF 12 MONTHS

- All of the above in regard to relationships
- Project on schedule, within budget and in final stages
- Plan in place for project close-out
- Commensuration familiarization with next project assignment
- Prepare for annual review