

[illegible]

Center For Human Services Facilities Construction and Move Plan 2-27-15																																	
ID	% Complete	Task Name	Duration	Start	Finish	Predecessor	Nov	Dec	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Q
									Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
118	0%	Elevator Installation	20 days	Fri 3/27/15	Thu 4/23/15	117																											
119	0%	T-Bar Grid	5 days	Fri 3/27/15	Thu 4/2/15	117																											
120	0%	Paint	5 days	Fri 4/3/15	Thu 4/9/15	119																											
121	0%	Polish Concrete	8 days	Fri 4/10/15	Tue 4/21/15	120																											
122	0%	Tile	8 days	Wed 4/22/15	Fri 5/1/15	121																											
123	0%	Finish Elec	12 days	Wed 4/22/15	Thu 5/7/15	121																											
124	0%	Finish Plumb	4 days	Mon 5/4/15	Thu 5/7/15	122																											
125	0%	Finish Mechanical	5 days	Mon 5/4/15	Fri 5/8/15	122																											
126	0%	Door Install	4 days	Mon 5/4/15	Thu 5/7/15	122																											
127	0%	Windows/Glass	3 days	Mon 5/11/15	Wed 5/13/15	125																											
128	0%	Fire Sprinklers - Finish	2 days	Mon 5/4/15	Tue 5/5/15	122																											
129	0%	T-Bar Tile	3 days	Wed 5/6/15	Fri 5/8/15	128																											
130	0%	Cabinets/Countertops	5 days	Mon 5/11/15	Fri 5/15/15	129																											
131	0%	Carpet Flooring	5 days	Mon 5/18/15	Fri 5/22/15	130																											
132	0%	Punch List	5 days	Mon 5/25/15	Fri 5/29/15	131																											
133	0%	Final Inspections	5 days	Mon 6/1/15	Fri 6/5/15	132																											
134	43%	Move Preparations	200 days	Mon 9/15/14	Fri 6/19/15																												
135	100%	General Office Prep	45 days	Mon 9/15/14	Fri 11/14/14																												
141	41%	Physical Move Prep	80 days	Mon 10/13/14	Fri 1/30/15																												
142	100%	Kick Off Meeting	5 days	Mon 10/13/14	Fri 10/17/14	62																											
143	100%	Determine Equipment Requirements	5 days	Mon 10/20/14	Fri 10/24/14	142																											
144	100%	Finalize Equipment Configuration	15 days	Mon 10/27/14	Fri 11/14/14	143																											
145	100%	Vendor Equipment Quote	5 days	Mon 11/17/14	Fri 11/21/14	144																											
146	50%	Review Vendor Equipment Quote	5 days	Mon 11/24/14	Fri 11/28/14	145																											
147	0%	Order New Equipment	5 days	Mon 12/1/14	Fri 12/5/14	146																											
148	0%	Receive, Inventory and Hold New Equipment	30 days	Mon 12/8/14	Fri 1/16/15	147																											
149	0%	Vendor Set Up Cubicles	10 days	Mon 1/19/15	Fri 1/30/15	148																											
150	0%	Movers	36 days	Fri 4/3/15	Fri 5/22/15																												
151	0%	Determine Mover / Transportation Requirements	6 days	Fri 4/3/15	Fri 4/10/15	119																											
152	0%	Develop Move and Logistics Plan	30 days	Mon 4/13/15	Fri 5/22/15	151																											
153	0%	Cards, Letterhead, Emails	56 days	Fri 4/3/15	Fri 6/19/15																												
154	0%	Determine Preprinted Letterhead Docs to modify	10 days	Fri 4/3/15	Thu 4/16/15	119																											
155	0%	Determine Business Card Order	10 days	Fri 4/3/15	Thu 4/16/15	119																											
156	0%	Validate Proofs of Letterhead and Docs	10 days	Fri 4/17/15	Thu 4/30/15	155																											
157	0%	Validate Business Card Information By EE	10 days	Fri 4/17/15	Thu 4/30/15	155																											
158	0%	Devvelop and approve email signature policy	10 days	Fri 4/17/15	Thu 4/30/15	155																											
159	0%	Finalize Budget	5 days	Fri 5/1/15	Thu 5/7/15	158																											
160	0%	Place Order	5 days	Fri 5/8/15	Thu 5/14/15	159																											
161	0%	Receive Order	15 days	Fri 5/15/15	Thu 6/4/15	160																											
162	0%	Issue new materials	1 day	Mon 6/15/15	Mon 6/15/15	217																											
163	0%	Change Email Signatures	1 day	Mon 6/15/15	Mon 6/15/15	217																											
164	0%	Validate all changes	2 days	Mon 6/15/15	Tue 6/16/15	217																											
165	0%	Clost out	3 days	Wed 6/17/15	Fri 6/19/15	164																											
166	59%	External Communications	75 days	Mon 11/3/14	Fri 2/13/15																												
167	100%	Develop Message, Goals, Objectives	5 days	Mon 11/3/14	Fri 11/7/14																												
168	100%	Develop Audience List and Calendar	5 days	Mon 11/3/14	Fri 11/7/14																												
169	100%	Finalize Client Message and Plan	15 days	Mon 11/10/14	Fri 11/28/14	168																											
170	100%	Finalize Partner Message and Plan	10 days	Mon 12/1/14	Fri 12/12/14	169																		</									

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								Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
178		100%	Validate content and image	10 days	Mon 11/17/14	Fri 11/28/14	177																											
179		100%	Board Approve	5 days	Mon 11/3/14	Fri 11/7/14	175																											
180		100%	Develop RFP and Issue	5 days	Mon 11/10/14	Fri 11/14/14	179																											
181		25%	Vendor Response	10 days	Mon 11/17/14	Fri 11/28/14	180																											
182		0%	Review Response and Decide	5 days	Mon 12/1/14	Fri 12/5/14	181																											
183		0%	Sign Contracts	5 days	Mon 12/8/14	Fri 12/12/14	182																											
184		0%	Design Build Signage	35 days	Mon 12/15/14	Fri 1/30/15	183																											
185		0%	Mount Signage	5 days	Mon 2/2/15	Fri 2/6/15	184																											
186		60%	IT TelCom Prep	50 days	Mon 10/20/14	Fri 12/26/14																												
187		100%	Determine Equipment Supply Purchase Requirements	30 days	Mon 10/20/14	Fri 11/28/14																												
188		0%	Order New Equipment	5 days	Mon 12/1/14	Fri 12/5/14	187																											
189		0%	Receive, Inventory and Hold New Equipment	15 days	Mon 12/8/14	Fri 12/26/14	188																											
190		0%	Parking Planning	85 days	Mon 10/20/14	Fri 2/13/15																												
191		0%	Validate available parking	5 days	Mon 10/20/14	Fri 10/24/14	142																											
192		0%	Establish parking policy	5 days	Mon 10/20/14	Fri 10/24/14	142																											
193		0%	Assign appropriate parking slots	10 days	Mon 10/27/14	Fri 11/7/14	192																											
194		0%	Communicate parking policy internal	10 days	Mon 10/27/14	Fri 11/7/14	192																											
195		0%	Identify spaces that need striping / marking	5 days	Mon 10/27/14	Fri 10/31/14	192																											
196		0%	Issue RFP for striping / marking	10 days	Mon 11/3/14	Fri 11/14/14	195																											
197		0%	Receive and evaluate responses	10 days	Mon 11/17/14	Fri 11/28/14	196																											
198		0%	Select provider	10 days	Mon 11/17/14	Fri 11/28/14	196																											
199		0%	Mark Spaces	10 days	Mon 2/2/15	Fri 2/13/15	184																											
200		100%	Board Association Planning	90 days	Mon 10/13/14	Fri 2/13/15																												
206		50%	Vendor Partner Planning	100 days	Mon 10/20/14	Fri 3/6/15																												
207		100%	Establish partner list	5 days	Mon 10/20/14	Fri 10/24/14	142																											
208		100%	Calrify Overarching Message	15 days	Mon 10/27/14	Fri 11/14/14	207																											
209		100%	Clarify Vendor Specific Messages	30 days	Mon 11/17/14	Fri 12/26/14	208																											
210		0%	Determine Vendor Specific Communication Approach	10 days	Mon 12/29/14	Fri 1/9/15	209																											
211		0%	Execute Vendor Communications Plan	35 days	Mon 1/12/15	Fri 2/27/15	210																											
212		0%	Validate All Communications Succesful	5 days	Mon 3/2/15	Fri 3/6/15	211																											
213		0%	Move Execution	10 days	Mon 6/8/15	Fri 6/19/15																												
214		0%	Pack and Prep Existing Location	4 days	Mon 6/8/15	Thu 6/11/15	133																											
215		0%	Prep and Plan IT	4 days	Mon 6/8/15	Thu 6/11/15	133																											
216		0%	New Facility Orientation	4 days	Mon 6/8/15	Thu 6/11/15	133																											

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								Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
238		0%	Meeting Prep	25 days	Mon 6/22/15	Fri 7/24/15																												
239		0%	Review Contracts and Agreements	20 days	Mon 6/22/15	Fri 7/17/15	222																											
240		0%	Review Banking and Real Estate Agreements and Status	20 days	Mon 6/22/15	Fri 7/17/15	222																											
241		0%	Review Move and Punch Lists	10 days	Mon 6/22/15	Fri 7/3/15	222																											
242		0%	Review Budget to Actuals	10 days	Mon 6/22/15	Fri 7/3/15	222																											
243		0%	Inventory Equipment and Supplies	10 days	Mon 6/22/15	Fri 7/3/15	222																											
244		0%	Develop Close Out Report Draft	10 days	Mon 7/6/15	Fri 7/17/15	243																											
245		0%	CEO and PM Approve Close Out Report	5 days	Mon 7/20/15	Fri 7/24/15	244																											
246		0%	Put together meeting packages	5 days	Mon 7/20/15	Fri 7/24/15	244																											
247		0%	Close Out Meeting	30 days	Mon 7/27/15	Fri 9/4/15																												
248		0%	Meeting Occurs	10 days	Mon 7/27/15	Fri 8/7/15	246																											
249		0%	Action Items Developed	10 days	Mon 8/10/15	Fri 8/21/15	248																											
250		0%	Action Items Completed	10 days	Mon 8/24/15	Fri 9/4/15	249																											
251		0%	Project Completion	15 days	Mon 9/7/15	Fri 9/25/15																												
252		0%	Action Items Completion Approved	10 days	Mon 9/7/15	Fri 9/18/15	250																											
253		0%	Budget Reconciliation Complete	10 days	Mon 9/7/15	Fri 9/18/15	250																											
254		0%	Board Approves Full Completion	5 days	Mon 9/21/15	Fri 9/25/15	253																											
255		0%	Project Closed	0 days	Fri 9/25/15	Fri 9/25/15	254																											

