

Center For Human Services Facilities Construction and Move Plan 4-10-15																																	
ID	% omplet	Task Name	Duration	Start	Finish	Predec	arter	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Q	
							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	Jan
1		61% Facilities Initiative 7-16-14 Version	461 days?	Fri 12/20/13	Fri 9/25/15																												
2	✓	100% Project Initiation	31 days	Fri 12/20/13	Fri 1/31/14																												
10		90% Engagement	350 days?	Mon 2/3/14	Fri 6/5/15																												
11	✓	100% Preparations & Planning	30 days	Mon 2/3/14	Fri 3/14/14																												
25	✓	100% Site Selection	105 days	Mon 2/3/14	Fri 6/27/14																												
45	✓	100% Site Design Assume BriggsCott	115 days	Mon 3/17/14	Fri 8/22/14																												
55	✓	100% Contractor RFP Completion	49 days	Tue 8/5/14	Fri 10/10/14																												
63		76% Construction Build Out	175 days?	Mon 10/6/14	Fri 6/5/15																												
64	✓	100% Site Walk Through	5 days	Mon 10/6/14	Fri 10/10/14	61																											
65	✓	100% Construction Drawings	25 days	Mon 10/6/14	Fri 11/7/14																												
70	✓	100% Construction Schedule Planning	15 days?	Mon 10/6/14	Fri 10/24/14																												
74	✓	100% Permits	44 days	Mon 11/17/14	Thu 1/15/15																												
75		68% Contractor Build Out	101 days	Fri 1/16/15	Fri 6/5/15																												
76	✓	100% Fire Sprinklers - Rough	3 days	Fri 1/16/15	Tue 1/20/15	74																											
77	✓	100% Layout & Saw Cut Concrete	2 days	Fri 1/16/15	Mon 1/19/15	74																											
78		99% Elevator Pit & Hoistway	27 days	Tue 1/20/15	Wed 2/25/15																												
79	✓	100% Excavate pit	1 day	Tue 1/20/15	Tue 1/20/15	77																											
80	✓	100% Rebar	2 days	Wed 1/21/15	Thu 1/22/15	79																											
81	✓	100% Insp	1 day	Fri 1/23/15	Fri 1/23/15	80																											
82	✓	100% 1st Pour	5 days	Mon 1/26/15	Fri 1/30/15	81																											
83	✓	100% 2nd Pour	1 day	Mon 2/2/15	Mon 2/2/15	82																											
84		95% Hoistway	4 days	Fri 2/20/15	Wed 2/25/15	98																											
85	✓	100% Rough Plumb	14 days	Tue 1/20/15	Fri 2/6/15																												
86	✓	100% Trench	2 days	Tue 1/20/15	Wed 1/21/15	77																											
87	✓	100% Waste Plumbing	3 days	Thu 1/22/15	Mon 1/26/15	86																											
88	✓	100% Test	1 day	Tue 1/27/15	Tue 1/27/15	87																											
89	✓	100% Insp	1 day	Wed 1/28/15	Wed 1/28/15	88																											
90	✓	100% Backfill & Compact	2 days	Thu 1/29/15	Fri 1/30/15	89																											
91	✓	100% Concrete in-fill	5 days	Mon 2/2/15	Fri 2/6/15	90																											
92	✓	100% 2nd Floor Structural	17 days	Fri 1/23/15	Mon 2/16/15																												
93	✓	100% Excavate Footing	1 day	Fri 1/23/15	Fri 1/23/15	80																											
94	✓	100% Rebar/Reinf	1 day	Mon 2/2/15	Mon 2/2/15	82																											
95	✓	100% Insp	1 day	Tue 2/3/15	Tue 2/3/15	94																											
96	✓	100% Concrete in-fill	5 days	Wed 2/4/15	Tue 2/10/15	95																											
97	✓	100% Framing	4 days	Wed 2/11/15	Mon 2/16/15	96																											
98	✓	100% 1st Floor Framing	25 days	Fri 1/16/15	Thu 2/19/15	74																											
99	🏠	99% Rough Elec	25 days	Fri 1/16/15	Thu 2/19/15	74																											
100	✓	100% Rough Grind Concrete	2 days	Mon 1/19/15	Tue 1/20/15																												
101	✓	100% Top-Out Plumb	8 days	Tue 2/10/15	Thu 2/19/15																												
102	✓	100% Mechanical	23 days	Mon 1/19/15	Wed 2/18/15																												
103	✓	100% Curb Framing	4 days	Mon 1/19/15	Thu 1/22/15																												
104	✓	100% Curb Install	1 day	Fri 1/23/15	Fri 1/23/15	103																											
105	✓	100% Equipment Set	1 day	Mon 1/26/15	Mon 1/26/15	104																											
106	✓	100% Rough-in	10 days	Thu 2/5/15	Wed 2/18/15																												
107	✓	100% Frame Insp	1 day	Fri 2/20/15	Fri 2/20/15	99																											
108	✓	100% Drywall	24 days	Mon 2/23/15	Thu 3/26/15																												
109	✓	100% Hang 1st Side	4 days	Mon 2/23/15	Thu 2/26/15	107																											
110	✓	100% Insulation	2 days	Fri 2/27/15	Mon 3/2/15	109																											
111	✓	100% Insp	1 day	Tue 3/3/15	Tue 3/3/15	110																											
112	✓	100% Hang 2nd Side	4 days	Wed 3/4/15	Mon 3/9/15	111																											
113	✓	100% Insp	1 day	Tue 3/10/15	Tue 3/10/15	112																											
114	✓	100% Tape	3 days	Wed 3/11/15																													

Center For Human Services Facilities Construction and Move Plan 4-10-15																																		
ID	Icon	%	Task Name	Duration	Start	Finish	Predecessor	Quarter		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Q
								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	
118		50%	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		30%	Paint	5 days	Fri 4/3/15	Thu 4/9/15	119																											
121		95%	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		5%	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	🏠	30%	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		46%	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																											
171	✓	100%	Finalize Vendor Message and Plan	10 days	Mon 12/1/14	Fri 12/12/14	169																											
172	✓	100%	Finalize Press Release	20 days	Mon 12/15/14	Fri 1/9/15	171																											
173																																		

Center For Human Services Facilities Construction and Move Plan 4-10-15																																		
ID		%	Task Name	Duration	Start	Finish	Predecessor	arter		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Q
								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	Jan
178		100%	Validate content and image	10 days	Mon 11/17/14	Fri 11/28/14	177														SX,KT,CD													
179		100%	Board Approve	5 days	Mon 11/3/14	Fri 11/7/14	175														SX,KT													
180		100%	Develop RFP and Issue	5 days	Mon 11/10/14	Fri 11/14/14	179														SX,KT													
181		100%	Vendor Response	10 days	Mon 11/17/14	Fri 11/28/14	180														VDR													
182		100%	Review Response and Decide	5 days	Mon 12/1/14	Fri 12/5/14	181														SX,KT,CD,BDG													
183		0%	Sign Contracts	5 days	Mon 12/8/14	Fri 12/12/14	182														CD,KU													
184		0%	Design Build Signage	35 days	Mon 12/15/14	Fri 1/30/15	183														CDR,KT													
185		0%	Mount Signage	5 days	Mon 2/2/15	Fri 2/6/15	184														VDR													
186		60%	IT TelCom Prep	50 days	Mon 10/20/14	Fri 12/26/14															JC,GL,KU,CD,PM													
187		100%	Determine Equipment Supply Purchase Requirements	30 days	Mon 10/20/14	Fri 11/28/14															GL,GL													
188		0%	Order New Equipment	5 days	Mon 12/1/14	Fri 12/5/14	187														GL													
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															SX,DT,KU													
191		0%	Validate available parking	5 days	Mon 10/20/14	Fri 10/24/14	142														SX,DT,KU,CD													
192		0%	Establish parking policy	5 days	Mon 10/20/14	Fri 10/24/14	142														SX,DT,KU													
193		0%	Assign appropriate parking slots	10 days	Mon 10/27/14	Fri 11/7/14	192														SX,DT,KU,CD													
194		0%	Communicate parking policy internal	10 days	Mon 10/27/14	Fri 11/7/14	192														SX,DT,KU													
195		0%	Identify spaces that need striping / marking	5 days	Mon 10/27/14	Fri 10/31/14	192														SX,DT,KU													
196		0%	Issue RFP for striping / marking	10 days	Mon 11/3/14	Fri 11/14/14	195														SX,DT,KU													
197		0%	Receive and evaluate responses	10 days	Mon 11/17/14	Fri 11/28/14	196														SX,DT,KU,VDR													
198		0%	Select provider	10 days	Mon 11/17/14	Fri 11/28/14	196														SX,DT,KU,CD													
199		0%	Mark Spaces	10 days	Mon 2/2/15	Fri 2/13/15	184														VDR													
200		100%	Board Association Planning	90 days	Mon 10/13/14	Fri 2/13/15																												
206		60%	Vendor Partner Planning	100 days	Mon 10/20/14	Fri 3/6/15															KT,SX,CW													
207		100%	Establish partner list	5 days	Mon 10/20/14	Fri 10/24/14	142														SX,KT,CW													
208		100%	Calrify Overarching Message	15 days	Mon 10/27/14	Fri 11/14/14	207														SX,CW,KT													
209		100%	Clarify Vendor Specific Messages	30 days	Mon 11/17/14	Fri 12/26/14	208														SX,CW,KT													
210		100%	Determine Vendor Specific Communication Approach	10 days	Mon 12/29/14	Fri 1/9/15	209														SX,CW,KT													
211		0%	Execute Vendor Communications Plan	35 days	Mon 1/12/15	Fri 2/27/15	210														SX,CW,KT													
212		0%	Validate All Communications Succesful	5 days	Mon 3/2/15	Fri 3/6/15	211														SX,CW,KT													
213		0%	Move Execution	10 days	Mon 6/8/15	Fri 6/19/15															SX,Leads													
214		0%	Pack and Prep Existing Location	4 days	Mon 6/8/15	Thu 6/11/15	133														SX,Leads													
215		0%	Prep and Plan IT	4 days	Mon 6/8/15	Thu 6/11/15	133														SX,Leads													
216		0%	New Facility Orientation	4 days	Mon 6/8/15	Thu 6/11/15	133														SX,Leads													
217		0%	Physical Move	1 day	Fri 6/12/15	Fri 6/12/15	216														SX,Leads													
218		0%	User IT Testing and Sign Off	3 days	Mon 6/15/15	Wed 6/17/15	217														SX,Leads													
219		0%	User Unpack and Configure Work Space	3 days	Mon 6/15/15	Wed 6/17/15	217														SX,Leads													
220		0%	Office Move Staff Status Meeting	1 day</																														

Center For Human Services Facilities Construction and Move Plan 4-10-15																																		
ID		% omplet	Task Name	Duration	Start	Finish	Predec	arter		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Q
								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																											

The Gantt chart visualizes the project schedule from June to September 2015. It shows the following tasks and their durations:

- Meeting Prep (25 days, Mon 6/22/15 to Fri 7/24/15)
- Review Contracts and Agreements (20 days, Mon 6/22/15 to Fri 7/17/15)
- Review Banking and Real Estate Agreements and Status (20 days, Mon 6/22/15 to Fri 7/17/15)
- Review Move and Punch Lists (10 days, Mon 6/22/15 to Fri 7/3/15)
- Review Budget to Actuals (10 days, Mon 6/22/15 to Fri 7/3/15)
- Inventory Equipment and Supplies (10 days, Mon 6/22/15 to Fri 7/3/15)
- Develop Close Out Report Draft (10 days, Mon 7/6/15 to Fri 7/17/15)
- CEO and PM Approve Close Out Report (5 days, Mon 7/20/15 to Fri 7/24/15)
- Put together meeting packages (5 days, Mon 7/20/15 to Fri 7/24/15)
- Close Out Meeting (30 days, Mon 7/27/15 to Fri 9/4/15)
- Meeting Occurs (10 days, Mon 7/27/15 to Fri 8/7/15)
- Action Items Developed (10 days, Mon 8/10/15 to Fri 8/21/15)
- Action Items Completed (10 days, Mon 8/24/15 to Fri 9/4/15)
- Project Completion (15 days, Mon 9/7/15 to Fri 9/25/15)
- Action Items Completion Approved (10 days, Mon 9/7/15 to Fri 9/18/15)
- Budget Reconciliation Complete (10 days, Mon 9/7/15 to Fri 9/18/15)
- Board Approves Full Completion (5 days, Mon 9/21/15 to Fri 9/25/15)
- Project Closed (0 days, Fri 9/25/15 to Fri 9/25/15)

Dependencies are shown with arrows, and milestones are marked with diamonds. The chart indicates that the project is currently at 0% completion for all tasks.

