

Center For Human Services Facilities Construction and Move Plan 4-24-15																															
ID	%	Task Name	Duration	Start	arter		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Qua
					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	
1	64%	Facilities Initiative 7-16-14 Version	461 days?	Fri 12/20/13																											
2	100%	Project Initiation	31 days	Fri 12/20/13																											
10	93%	Engagement	350 days?	Mon 2/3/14																											
11	100%	Preparations & Planning	30 days	Mon 2/3/14																											
25	100%	Site Selection	105 days	Mon 2/3/14																											
45	100%	Site Design Assume BriggsCott	115 days	Mon 3/17/14																											
55	100%	Contractor RFP Completion	49 days	Tue 8/5/14																											
63	83%	Construction Build Out	175 days?	Mon 10/6/14																											
64	100%	Site Walk Through	5 days	Mon 10/6/14																											
65	100%	Construction Drawings	25 days	Mon 10/6/14																											
70	100%	Construction Schedule Planning	15 days?	Mon 10/6/14																											
74	100%	Permits	44 days	Mon 11/17/14																											
75	76%	Contractor Build Out	101 days	Fri 1/16/15																											
76	100%	Fire Sprinklers - Rough	3 days	Fri 1/16/15																											
77	100%	Layout & Saw Cut Concrete	2 days	Fri 1/16/15																											
78	99%	Elevator Pit & Hoistway	27 days	Tue 1/20/15																											
79	100%	Excavate pit	1 day	Tue 1/20/15																											
80	100%	Rebar	2 days	Wed 1/21/15																											
81	100%	Insp	1 day	Fri 1/23/15																											
82	100%	1st Pour	5 days	Mon 1/26/15																											
83	100%	2nd Pour	1 day	Mon 2/2/15																											
84	95%	Hoistway	4 days	Fri 2/20/15																											
85	100%	Rough Plumb	14 days	Tue 1/20/15																											
86	100%	Trench	2 days	Tue 1/20/15																											
87	100%	Waste Plumbing	3 days	Thu 1/22/15																											
88	100%	Test	1 day	Tue 1/27/15																											
89	100%	Insp	1 day	Wed 1/28/15																											
90	100%	Backfill & Compact	2 days	Thu 1/29/15																											
91	100%	Concrete in-fill	5 days	Mon 2/2/15																											
92	100%	2nd Floor Structural	17 days	Fri 1/23/15																											
93	100%	Excavate Footing	1 day	Fri 1/23/15																											
94	100%	Rebar/Reinf	1 day	Mon 2/2/15																											
95	100%	Insp	1 day	Tue 2/3/15																											
96	100%	Concrete in-fill	5 days	Wed 2/4/15																											
97	100%	Framing	4 days	Wed 2/11/15																											
98	100%	1st Floor Framing	25 days	Fri 1/16/15																											
99	100%	Rough Elec	25 days	Fri 1/16/15																											
100	100%	Rough Grind Concrete	2 days	Mon 1/19/15																											
101	100%	Top-Out Plumb	8 days	Tue 2/10/15																											
102	100%	Mechanical	23 days	Mon 1/19/15																											
103	100%	Curb Framing	4 days	Mon 1/19/15																											
104	100%	Curb Install	1 day	Fri 1/23/15																											
105	100%	Equipment Set	1 day	Mon 1/26/15																											
106	100%	Rough-in	10 days	Thu 2/5/15																											
107	100%	Frame Insp	1 day	Fri 2/20/15																											
108	100%	Drywall	24 days	Mon 2/23/15																											
109	100%	Hang 1st Side	4 days	Mon 2/23/15																											
110	100%	Insulation	2 days	Fri 2/27/15																											
111	100%	Insp	1 day	Tue 3/3/15																											
112	100%	Hang 2nd Side	4 days	Wed 3/4/15																											
113	100%	Insp	1 day	Tue 3/10/15																											
114	100%	Tape	3 days	Wed 3/11/15																											
115	100%	Top	3 days	Mon 3/16/15																											
116	100%	Skim	3 days	Thu 3/19/15																											
117	100%	Texture	3 days	Tue 3/24/15																											
118	97%	Elevator Installation	20 days	Fri 3/27/15																											

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ID	Progress Icon	%	Task Name	Duration	Start	Earlier		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter
						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	
119		75%	T-Bar Grid	5 days	Fri 3/27/15																											
120		80%	Paint	5 days	Fri 4/3/15																											
121		95%	Polish Concrete	8 days	Fri 4/10/15																											
122		0%	Tile	8 days	Wed 4/22/15																											
123		40%	Finish Elec	12 days	Wed 4/22/15																											
124		0%	Finish Plumb	4 days	Mon 5/4/15																											
125		0%	Finish Mechanical	5 days	Mon 5/4/15																											
126		0%	Door Install	4 days	Mon 5/4/15																											
127		0%	Windows/Glass	3 days	Mon 5/11/15																											
128		60%	Fire Sprinklers - Finish	2 days	Mon 5/4/15																											
129		0%	T-Bar Tile	3 days	Wed 5/6/15																											
130		0%	Cabinets/Countertops	5 days	Mon 5/11/15																											
131		0%	Carpet Flooring	5 days	Mon 5/18/15																											
132		0%	Punch List	5 days	Mon 5/25/15																											
133		0%	Final Inspections	5 days	Mon 6/1/15																											
134		48%	Move Preparations	200 days	Mon 9/15/14																											
135		100%	General Office Prep	45 days	Mon 9/15/14																											
141		42%	Physical Move Prep	80 days	Mon 10/13/14																											
142		100%	Kick Off Meeting	5 days	Mon 10/13/14																											
143		100%	Determine Equipment Requirements	5 days	Mon 10/20/14																											
144		100%	Finalize Equipment Configuration	15 days	Mon 10/27/14																											
145		100%	Vendor Equipment Quote	5 days	Mon 11/17/14																											
146		75%	Review Vendor Equipment Quote	5 days	Mon 11/24/14																											
147		0%	Order New Equipment	5 days	Mon 12/1/14																											
148		0%	Receive, Inventory and Hold New Equipment	30 days	Mon 12/8/14																											
149		0%	Vendor Set Up Cubicles	10 days	Mon 1/19/15																											
150		0%	Movers	36 days	Fri 4/3/15																											
151		0%	Determine Mover / Transportation Requirements	6 days	Fri 4/3/15																											
152		0%	Develop Move and Logistics Plan	30 days	Mon 4/13/15																											
153		6%	Cards, Letterhead, Emails	56 days	Fri 4/3/15																											
154		25%	Determine Preprinted Letterhead Docs to modify	10 days	Fri 4/3/15																											
155		25%	Determine Business Card Order	10 days	Fri 4/3/15																											
156		0%	Validate Proofs of Letterhead and Docs	10 days	Fri 4/17/15																											
157		0%	Validate Business Card Information By EE	10 days	Fri 4/17/15																											
158		0%	Develop and approve email signature policy	10 days	Fri 4/17/15																											
159		0%	Finalize Budget	5 days	Fri 5/1/15																											
160		0%	Place Order	5 days	Fri 5/8/15																											
161		0%	Receive Order	15 days	Fri 5/15/15																											
162		0%	Issue new materials	1 day	Mon 6/15/15																											
163		0%	Change Email Signatures	1 day	Mon 6/15/15																											
164		0%	Validate all changes	2 days	Mon 6/15/15																											
165		0%	Clost out	3 days	Wed 6/17/15																											
166		59%	External Communications	75 days	Mon 11/3/14																											
167		100%	Develop Message, Goals, Objectives	5 days	Mon 11/3/14																											
168		100%	Develop Audience List and Calendar	5 days	Mon 11/3/14																											
169		100%	Finalize Client Message and Plan	15 days	Mon 11/10/14																											
170		100%	Finalize Partner Message and Plan	10 days	Mon 12/1/14																											
171		100%	Finalize Vendor Message and Plan	10 days	Mon 12/1/14																											
172		100%	Finalize Press Release	20 days	Mon 12/15/14																											
173		0%	Execute Communications Plans	45 days	Mon 12/15/14																											
174		65%	External Signage	85 days	Mon 10/13/14																											
175		100%	Validate Building / Zoning Requirements	15 days	Mon 10/13/14																											
176		100%	Validate location and configuration	10 days	Mon 11/3/14																											
177		100%	Establish Requirements (Client and Partner Involved)	10 days	Mon 11/3/14																											
178		100%	Validate content and image	10 days	Mon 11/17/14																											
179		100%	Board Approve	5 days	Mon 11/3/14																											

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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	Jan
180	100%	Develop RFP and Issue	5 days	Mon 11/10/14														SX,KT													
181	100%	Vendor Response	10 days	Mon 11/17/14														VDR													
182	100%	Review Response and Decide	5 days	Mon 12/1/14														SX,KT,CD,BDG													
183	100%	Sign Contracts	5 days	Mon 12/8/14														CD,KU													
184	0%	Design Build Signage	35 days	Mon 12/15/14																CDR,KT											
185	0%	Mount Signage	5 days	Mon 2/2/15																VDR											
186	70%	IT TelCom Prep	50 days	Mon 10/20/14																											
187	100%	Determine Equipment Supply Purchase Requirements	30 days	Mon 10/20/14														JC,GL,KU,CD,PM													
188	100%	Order New Equipment	5 days	Mon 12/1/14														GL,GL													
189	0%	Receive, Inventory and Hold New Equipment	15 days	Mon 12/8/14														GL													
190	23%	Parking Planning	85 days	Mon 10/20/14																											
191	100%	Validate available parking	5 days	Mon 10/20/14														SX,DT,KU													
192	50%	Establish parking policy	5 days	Mon 10/20/14														SX,DT,KU,CD													
193	50%	Assign appropriate parking slots	10 days	Mon 10/27/14														SX,DT,KU,CD													
194	50%	Communicate parking policy internal	10 days	Mon 10/27/14														SX,DT,KU													
195	0%	Identify spaces that need striping / marking	5 days	Mon 10/27/14														SX,DT,KU													
196	0%	Issue RFP for striping / marking	10 days	Mon 11/3/14														SX,DT,KU													
197	0%	Receive and evaluate responses	10 days	Mon 11/17/14														SX,DT,KU,VDR													
198	0%	Select provider	10 days	Mon 11/17/14														SX,DT,KU,CD													
199	0%	Mark Spaces	10 days	Mon 2/2/15																VDR											
200	100%	Board Association Planning	90 days	Mon 10/13/14																											
206	60%	Vendor Partner Planning	100 days	Mon 10/20/14																											
207	100%	Establish partner list	5 days	Mon 10/20/14														KT,SX,CW													
208	100%	Calrify Overarching Message	15 days	Mon 10/27/14														SX,KT,CW													
209	100%	Clarify Vendor Specific Messages	30 days	Mon 11/17/14															SX,CW,KT												
210	100%	Determine Vendor Specific Communication Approach	10 days	Mon 12/29/14															SX,CW,KT												
211	0%	Execute Vendor Communications Plan	35 days	Mon 1/12/15																SX,CW,KT											
212	0%	Validate All Communications Successful	5 days	Mon 3/2/15																SX,CW,K											
213	0%	Move Execution	10 days	Mon 6/8/15																											
214	0%	Pack and Prep Existing Location	4 days	Mon 6/8/15																SX,Leads											
215	0%	Prep and Plan IT	4 days	Mon 6/8/15																SX,GL											
216	0%	New Facility Orientation	4 days	Mon 6/8/15																SX,GL,MF											
217	0%	Physical Move	1 day	Fri 6/12/15																SX,MVR,Leads											
218	0%	User IT Testing and Sign Off	3 days	Mon 6/15/15																SX,GL,Leads											
219	0%	User Unpack and Configure Work Space	3 days	Mon 6/15/15																Users,Leads											
220	0%	Office Move Staff Status Meeting	1 day	Thu 6/18/15																JC,GL,KU,CD,PM											
221	0%	User Acceptance	1 day	Thu 6/18/15																JC,GL,KU,CD,PM											
222	0%	Move Complete	1 day	Fri 6/19/15																JC,GL,KU,CD,PM											
223	0%	Old Building Close Out	50 days	Mon 6/22/15																											
224	0%	Physical Plant Inspection	5 days	Mon 6/22/15																SX,DT,KU,Leads											
225	0%	Develop Clean Up Punch List by Department / Function	5 days	Mon 6/22/15																SX,DT,KU,Leads											
226	0%	Execute Clean Up Plunch List	5 days	Mon 6/29/15																SX,DT,Leads											
227	0%	Utilities Turned Off	5 days	Mon 7/6/15																SX,DT,KU											
228	0%	Owner Walk Through Keys Returned	5 days	Mon 7/6/15																SX,DT,KU											
229	0%	Ensure All Contracts Related to Old Facility are terminated	20 days	Mon 6/22/15																	KU,CW										
230	0%	Final Due Paid and Closed Out	35 days	Mon 7/13/15																											
231	0%	Host Celebration Party and Open House	25 days	Mon 6/22/15																											
232	0%	Develop Party Plan	7.5 days	Mon 6/22/15																SX,CD,BDG,MO											
233	0%	Develop Attendee List and Invitations	10 days	Mon 6/22/15																SX,CD,BDG,MO											
234	0%	Send Invitations and Track RSVP	5 days	Mon 7/6/15																	Staff										
235	0%	Order Stuff	5 days	Mon 7/13/15																	Staff										
236	0%	Hold the Party	5 days	Mon 7/20/15																	All										
237	0%	Project Close Out	70 days	Mon 6/22/15																											
238	0%	Meeting Prep	25 days	Mon 6/22/15																											
239	0%	Review Contracts and Agreements	20 days	Mon 6/22/15																	JC,SX,CD,KU										
240	0%	Review Banking and Real Estate Agreements and Status	20 days	Mon 6/22/15																	JC,SX,CD,KU										

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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	Jan
241		0%	Review Move and Punch Lists	10 days	Mon 6/22/15																											
242		0%	Review Budget to Actuals	10 days	Mon 6/22/15																											
243		0%	Inventory Equipment and Supplies	10 days	Mon 6/22/15																											
244		0%	Develop Close Out Report Draft	10 days	Mon 7/6/15																											
245		0%	CEO and PM Approve Close Out Report	5 days	Mon 7/20/15																											
246		0%	Put together meeting packages	5 days	Mon 7/20/15																											
247		0%	Close Out Meeting	30 days	Mon 7/27/15																											
248		0%	Meeting Occurs	10 days	Mon 7/27/15																											
249		0%	Action Items Developed	10 days	Mon 8/10/15																											
250		0%	Action Items Completed	10 days	Mon 8/24/15																											
251		0%	Project Completion	15 days	Mon 9/7/15																											
252		0%	Action Items Completion Approved	10 days	Mon 9/7/15																											
253		0%	Budget Reconciliation Complete	10 days	Mon 9/7/15																											
254		0%	Board Approves Full Completion	5 days	Mon 9/21/15																											
255		0%	Project Closed	0 days	Fri 9/25/15																											



