|  |  |
| --- | --- |
| PROJECT |  |
| PROJECT SCOPE |  |
| CLIENT(S) |  |
| LOGISTICS and IMPACTS (*will identify names of stakeholders for activities such as utility shutdowns, street or sidewalk closure, landscape, noise, events, etc*.) |  |
| SPONSOR |  |
| DATE OF PROJECT KICK-OFF MEETING |  |
| DATE OF START OF CONSTRUCTION |  |

1. Weekly Report

Not all projects will require a weekly report. Confirm with Executive Director at time of project manager assignment.

Project and construction **weekly** report to client?

|  |
| --- |
| Yes |
| No |

1. Updates: project or construction updates to stakeholders?

|  |
| --- |
| Weekly |
| Monthly |
| As needed |

NOTE: project and construction notifications and updates to client and stakeholders are in email format. If phone call, confirm conversation in email.

1. Executive Summary for FS leadership?

|  |
| --- |
| Yes |
| No |

|  |  |
| --- | --- |
| Signature |  |
| Project Manager | Executive Director |
| Date of signature | Date of signature |