

Task	Responsibility and Information Flow	Notes
<b>General procedures:</b>		
Monitor progress of construction against the contractor's schedule	Architect	
Evaluate work performed and materials supplied in relation to the contractor's progress application	Architect	Review the construction agreement to determine how materials supplied but not installed are evaluated, and also how work performed and/or stored offsite is valued.
Conduct a general review (with consultants) to determine if the percentage of work identified as completed in comparison to the contractor's schedule of values corresponds to the contractor's progress claim	Architect and consultants	This is not expected to be an exact evaluation – look for significant variations, such as: work charged for that has not started; work charged at a significantly greater percentage complete than apparent, etc.