

Task	Responsibility and Information Flow	Notes
<p><b>Retain and organize project documentation in a project management information system, including:</b></p> <ul style="list-style-type: none"> <li>▪ Communications: <ul style="list-style-type: none"> <li>▪ handwritten notes and diaries</li> <li>▪ formal correspondence</li> <li>▪ e-mail</li> <li>▪ meeting minutes</li> </ul> </li> <li>▪ Construction contract change management documentation: <ul style="list-style-type: none"> <li>▪ supplemental instruction</li> <li>▪ proposed change notice</li> <li>▪ change order</li> <li>▪ change directive</li> </ul> </li> </ul>	<p>Architect and consultants</p>	<p>Records provide documentation for:</p> <ul style="list-style-type: none"> <li>▪ communication with all parties</li> <li>▪ a project's history and supported lesson-learned audits</li> <li>▪ documentation in the event of a claim</li> </ul> <p>Many standard forms for contract administration are available in <i>CCDC 24 – A Guide to Model Forms and Support Documents</i>.</p>
<ul style="list-style-type: none"> <li>▪ Requests for information and responses</li> <li>▪ Submittals and responses</li> <li>▪ Mock-up reviews</li> <li>▪ Site review reports including general observations, specific observations and photographs</li> <li>▪ Deficiency reports if separate from site review reports</li> <li>▪ Certificates for Payment</li> <li>▪ Certificate of Substantial Performance</li> <li>▪ Assurance letters</li> <li>▪ Statements of completion</li> </ul>		