

Consideration	N/A	✓	Notes
The activities of item 1. occur continuously throughout the project. They are inserted here and at the beginning of each phase as a reminder. The beginning of each phase is always a good time for a team update and reminder about basic communications.			
1. Review:			
.1 Scope of work for this phase with stakeholders:			
• client;			
• project team, including consultants.			
.2 Update risk register:			
• identify and analyze project risks on a regular basis;			
• implement risk strategies to address project uncertainty;			
• review unresolved risks whenever new team members are added and/or a new project phase is started.			
.3 Keep design coordination meeting notes:			
• identify issues and their resolution;			
• distribute to all project team members.			
.4 Identify additional services as required during this phase:			
• obtain client agreement as to services and remuneration before executing.			
2. Review checklist for previous phase to ensure completion.			
.1 Review program and verify compliance.			
3. Review design development documents for compliance with applicable codes and regulations.			
4. Select additional consultants, if required, and establish contractual relationships.			
.1 Obtain the client's approval as required.			
5. Determine scope of construction documents, including schedule of required drawing, sequence of drawings, information to appear on each sheet, scale, and sheet size, etc.			
.1 Review requirements of the client and authorities having jurisdiction.			
6. Determine method of production drawing set.			
.1 Determine drawing requirements for type of construction procurement (bid, multiple bid, design-build).			
7. Develop title block format and other graphic requirements.			
.1 Confirm compliance with client's requirements.			
8. Establish check set review schedule with client, consultants, and authorities.			