

Consideration	N/A	✓	Notes
<p>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.</p>			
<p><b>1. Review:</b></p>			
<p><b>.1 Scope of work for this phase with stakeholders:</b></p>			
<ul style="list-style-type: none"> <li>• client;</li> <li>• project team, including consultants.</li> </ul>			
<p><b>.2 Update risk register:</b></p>			
<ul style="list-style-type: none"> <li>• identify and analyze project risks on a regular basis;</li> </ul>			
<ul style="list-style-type: none"> <li>• implement risk strategies to address project uncertainty;</li> </ul>			
<ul style="list-style-type: none"> <li>• review unresolved risks whenever new team members are added and/or a new project phase is started.</li> </ul>			
<p><b>.3 Keep design coordination meeting notes:</b></p>			
<ul style="list-style-type: none"> <li>• identify issues and their resolution;</li> <li>• distribute to all project team members.</li> </ul>			
<p><b>.4 Identify additional services as required during this phase:</b></p>			
<ul style="list-style-type: none"> <li>• obtain client agreement as to services and remuneration before executing.</li> </ul>			
<p><b>2. Make periodic visits to site to determine whether construction is in general conformity with contract documents.</b></p>			
<p><b>3. Coordinate general reviews and other services of consultants and direct findings through proper channels for action or review.</b></p>			
<p><b>4. Obtain and review the contractor's updated progress schedule and advise the client of potential revisions to date of substantial performance (if required).</b></p>			
<p><b>5. Evaluate work performed and materials supplied in relation to the contractor's progress application.</b></p>			
<p><b>.1 Issue appropriate Certificate for Payment covering the contractor's request.</b></p>			