

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>1. Review:</p>			
<p>.1 Scope of work for this phase with stakeholders:</p>			
<ul style="list-style-type: none"> • client; 			
<ul style="list-style-type: none"> • project team, including consultants. 			
<p>.2 Update risk register:</p>			
<ul style="list-style-type: none"> • identify and analyze project risks on a regular basis; 			
<ul style="list-style-type: none"> • implement risk strategies to address project uncertainty; 			
<ul style="list-style-type: none"> • review unresolved risks whenever new team members are added and/or a new project phase is started. 			
<p>.3 Keep design coordination meeting notes:</p>			
<ul style="list-style-type: none"> • identify issues and their resolution; 			
<ul style="list-style-type: none"> • distribute to all project team members. 			
<p>.4 Identify additional services as required during this phase:</p>			
<ul style="list-style-type: none"> • obtain client agreement as to services and remuneration before executing. 			
<p>2. Assist the client in administering corrective action by the contractor where defects or deficiencies occur within extended warranty period.</p>			
<p>3. Prepare project data sheets for marketing purposes (include photographs, client testimonials, etc.).</p>			