

<b>TASK/PHASE</b>	<b>Pre-agreement</b>	<b>Schematic Design</b>	<b>Design Development</b>	<b>Construction Documents</b>	<b>Bidding and Negotiating</b>	<b>Contract Administration</b>	<b>Post-construction</b>
Create, review and update design project plan, including work breakdown structure, schedule, budget, human resource plan, and risk register, including reasons for any revisions to the project plan							
Maintain project accounting records							
Submit monthly or periodic invoices to client							
Create and update project directory							
Create and update project brief							
Review and approval of design by authorities having jurisdiction							
Review and coordinate with consultants							
Create and update estimate of construction cost							
Obtain client approvals for revisions to any of the topics above							
Obtain client approval to proceed to next phase							