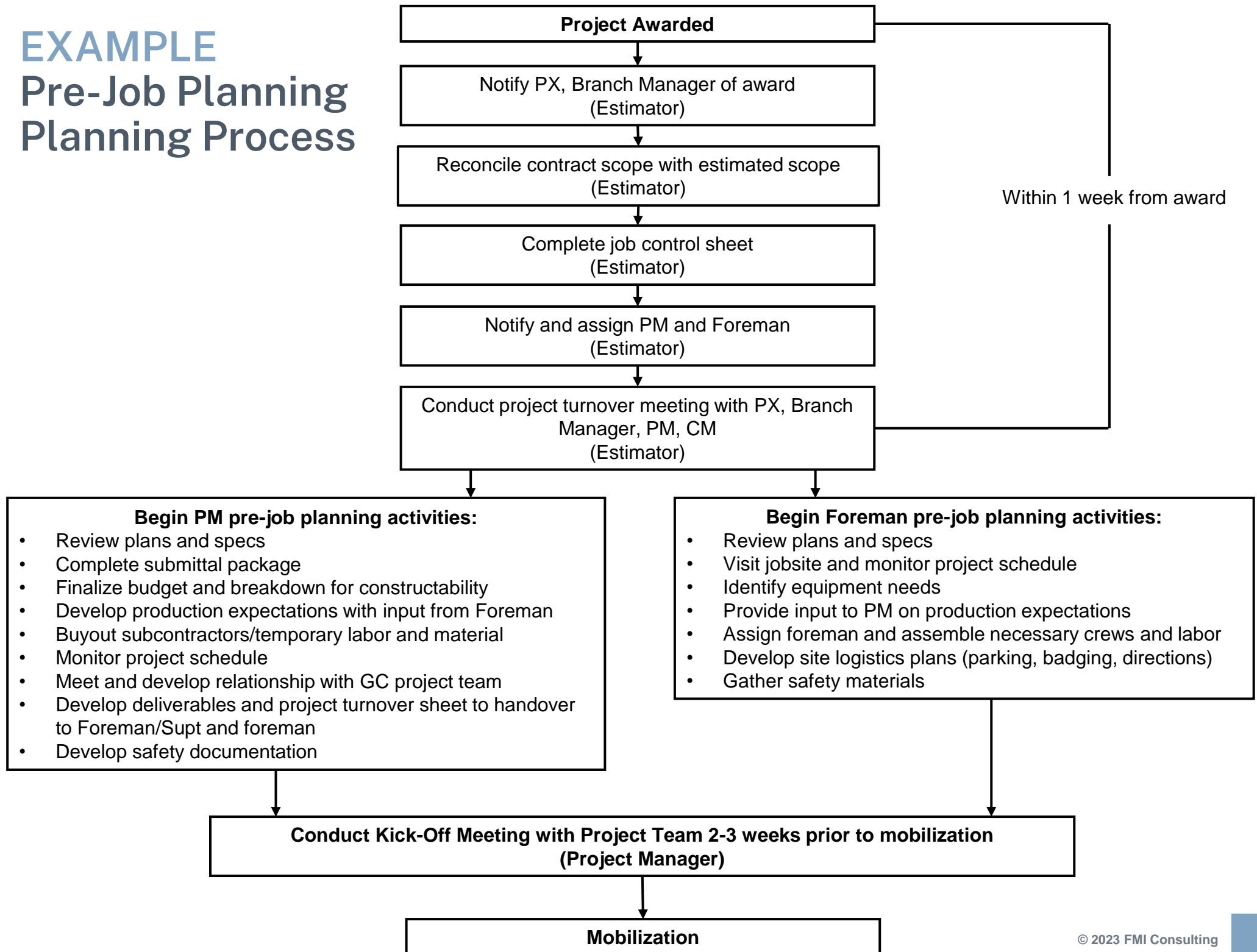


EXAMPLE Pre-Job Planning Planning Process



EXAMPLE Pre-Job Planning Meeting Agenda

Attendees: _____ **Present?**

Project Manager _____

Estimator _____

Superintendent _____

Construction Manager _____

Other _____

Other _____

The Purpose of a Pre-Job Planning Meeting: Equip the people building the job with all the tools and information necessary to construct the project.

Item	BIC	Date Due	Date Completed
Collect, Document, Distribute Meeting Notes To Team and Project Files			

PROJECT _____

JOB # _____

DATE _____

REVISION # _____

Item No.	Item	Required Item? Yes or No	Comments, Status and Action Items	BIC	Date Due	Date Completed
1.00	Budget and Job Cost Setup					
1.01	Status of Buyout					
1.02	Long-Lead Items					
1.03	Critical Work Activities					
1.04	Submittal and RFI Log					
1.05	Permitting and Special Requirements					
1.06	Safety					
1.07	Traffic Control					
1.08	Trucking					
1.09	SWPP Plan					
1.10	Homeowner/Business Notifications					