

Project Phase	Dates	Tasks
Programming	12/4/2023	Interview Client [1 hour]
	12/5/2023	Inventory [4 hours]
	12/6/2023	Measure Job Site [4hours]
	12/6/2023	Verify Site Conditions [4 hours]{ Meeting 1 hr}
	12/7/2023	Codes check [4 hrs] {Meeting 1hr}
	12/8/2023	Develop project schedule 4 hrs {Meeting 1 hr}
	Schematic	12/11/2023-12/13/23
12/11/2023-12/13/23		Preliminary space plan 6 hrs
12/13/2023-12/15/23		Preliminary furniture/equipment plans 6 hrs
12/13/2023-12/15/23		Preliminary specifications 6 hrs
12/18/2023		Preliminary budget 3 hrs {Meeting 1 hr}
12/20/2023		Codes check 5 hrs {Meeting 1 hr}
12/22/2023		Reviews with client 2 hrs {Meeting 1 hr}

Design Development	Design Development	Design Development
	12/26/2023-12/28/23	Finalize furniture/equipment plans 6 hrs
	1/2/2024	Finalize specifications 6 hrs
	1/3/2024	Finalize budget 3 hrs {Meeting 1 hr}
	1/3/2024-1/5/24	Prepare presentation materials 4 hrs {Meeting 1 hr}
	1/8/2024-1/9/24	Shop drawings 5 hrs {Meeting 1 hr}
	1/10/2024	Reviews with client 3 hrs
Contract Documents	1/11/2024-1/16/24	Working drawings and schedules 12 hrs
	1/16/2024-1/18/24	Specifications for bidding 4 hrs
	1/16/2024-1/18/24	Specifications for direct purchase 4 hrs {Meeting 1 hr}
	1/19/2024-2/2/24	Obtain approvals and permits 4 hrs {Meeting 1 hr}
	1/19/2024-2/2/24	Assist in bidding process 4 hrs
	1/19/2024-2/2/24	Qualify vendors 6 hrs
Contract Administration	1/19/2024-2/2/24	Assist with bidding process 4 hrs {Meeting 1 hr}

	2/5/2024-2/7/24	Procure FF&E Site visits and inspections 5 hrs {Meeting 1 hr}
	2/8/2024	Procure FF&E Site visits and inspections 5 hrs {Meeting 1 hr}
	2/9/2024	Procure FF&E Site visits and inspections 5 hrs {Meeting 1 hr}