



# Projectworq

## *People Places Planet*

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## The 'Get it Done' Project Checklist

You don't have much time and probably a finite budget, but you want to bring your vision to life, get the project completed and move on. There are many roadblocks and hurdles to delivering projects and this checklist is an easy, free-to-use little tool that will help keep you on track and uncover common surprises early.

### Still project planning?

- ☐ We have had a pre-lodgement meeting with Council
- ☐ We have submitted an Application for Works (AFW) and recieved a response
- ☐ We have completed a Contaminated Land Search
- ☐ We already have grant money for the project
- ☐ We have a concept design ready to take into the next stage of design
- ☐ We are required to engage an independent specialist

### Are you ready to start?

- ☐ We have completed all necesary specialist reports (e.g. geotechnical, environmental, hydrological, structural etc.) & addressed town planning matters
- ☐ We have obtained all necessary approvals (e.g. AFW final approval, Building Approval, Development Approval, NEWS approval, waste disposal permits etc.)
- ☐ We have a finished Detailed Design ready for Tender (or tendered) that satisfies and accomodates all site constraints and complexities
- ☐ We need/want an independent project manager to run the project
- ☐ We have an unfulfilled AFW condition that we need help with
- ☐ Help! We are a bit stuck with [*\_fill in the blank\_*] issue or issues

This should give you a good gauge as to where you're at and what is still outstanding. We are more than happy to discuss your project, give you some guidance and point you in the directon of a specialist or two if you're stuck. We're not lawyers, we don't bill in 6 minute increments. Just give us a call and we'll help you out.

