Sample Construction/IT Subcontractor Coordination Brief (Internal - State Compliance Focus)

- **Project**: Project Lone Star Relocation (LSR-2026) - Data Center Operations Office Move
- **Document Owner**: Crystal Guliford, PM Team Lead (Contractor)
- **Reporting Period**: Week 42 (October 20 - October 24, 2025)

Purpose: To reconcile weekly schedules, identify critical cross-team dependencies, and actively resolve schedule and operational conflicts between Facilities/Construction and IT/Operations workstreams, ensuring adherence to Texas public sector reporting standards and internal GTS governance.

1. Executive Summary: Interdependency Status

The project is currently managing **three high-exposure critical interdependencies** this week. The overall status is **AMBER** due to the continuing lag on key IT procurement decisions, which impacts Facilities' ability to schedule power rough-in. This delay introduces a financial risk of **$20,000** in vendor standby fees if resolution is not met by the end of the reporting period.

Workstream	Overall Health	Top Priority Focus (Wk 42)	Key Dependency Lag
Facilities/Construction	**GREEN**	Finalize ceiling plan and secure Network Room 1 perimeter.	Waiting for IT sign-off on **Fire Suppression Specs** (Issue I-003).
IT/Operations	**AMBER**	Finalize Long-Lead Hardware Specs (Risk R-011); begin structured cabling vendor selection.	Dependency on **Facilities' power rough-in schedule** for structured cabling installation timing.

2. Dependency Reconciliation Matrix (Impact and Financial Context)

This matrix tracks the links where one team's action blocks another, detailing the potential cost or schedule impact.

ID	Preceding Activity (Owner)	Succeeding Activity (Dependency)	Reconciliation Status	Financial/Schedule Conflict
D-01	**ITL** securing fire suppression specs (I-003).	**FL** finalizing ceiling plan for new office build-out.	**LAGGING.** Specs due 10/22. **FL** is idling until receipt.	High risk of delaying all HVAC and electrical installation; estimated **$15,000** in construction contractor standby fees if resolution fails.
D-02	**FL** securing **Network Room 1** with secure door/lock (Sec+ compliance).	**ITL** beginning network equipment installation (cabinets, rack installation).	**ON TRACK.** Door installation scheduled for 10/21.	**R-005:** If security access fails, the IT team cannot safely store equipment, creating an asset security violation risk.

ID	Preceding Activity (Owner)	Succeeding Activity (Dependency)	Reconciliation Status	Financial/Schedule Conflict
D-03	**ITL** providing final **Power Consumption Load** report.	**FL** scheduling electrical rough-in and breaker panel allocation.	**LAGGING.** Load report due 10/20.	**Critical:** Incorrect power allocation leads to system failure post-move (**ANSI/TIA-942** violation) and potential costly electrical rework.
D-04	**FL** completing final wall closure (drywall/paint) in Server Corridor.	**ITL** scheduling final structured cabling vendor access.	**ON TRACK.** Walls expected complete 10/24.	Minor risk of re-entry if **FL** finds defects after IT cabling starts, requiring **CR** submission for wall repair.

3. Conflict Resolution & Action Items (Auditable Tasks)

These mandatory tasks are created specifically to resolve high-priority dependencies and are tracked on the Integrated Log (A-IDs).

Action ID	Description	Source Conflict	Owner	Status	Resolution Deadline
A-20	**Execute I-003 Resolution:** Finalize vendor call to retrieve fire suppression system specifications. **Upload specs to SharePoint: 03-IT & Operations folder.**	D-01 (FL dependent on ITL)	IT/Operations Lead	**OPEN**	**2025-10-22**

Action ID	Description	Source Conflict	Owner	Status	Resolution Deadline
A-21	Provide the **finalized power consumption load report** for all IT equipment racks in Network Room 1. **(Requires PMTL sign-off on accuracy).**	D-03 (FL dependent on ITL)	IT/Operations Lead	**OPEN**	**2025-10-20**
A-22	Verify that the **Network Room 1 secure door** installation meets **GTS Physical Security Policy** (dual key/badge access) and record verification in **ORR Checklist (Section 3)**.	D-02 (ITL dependent on FL)	Facilities Lead	**OPEN**	**2025-10-21**

Action ID	Description	Source Conflict	Owner	Status	Resolution Deadline
A-23	**Compliance Check:** PMTL to audit FL's Safety Incident Log (**OSHA 300**) and confirm alignment with **Texas Department of Insurance (TDI)** construction safety protocols.	Governance (OSHA Compliance)	PM Team Lead	**OPEN**	**2025-10-20**
A-24 (NEW)	Draft initial **Change Request (CR-003)** placeholder document outlining the financial risk and schedule impact associated with the Network Hardware Lead Time (R-011).	R-011 Mitigation	Client Project Manager	**NEW**	**2025-10-24**

4. Operational Communications Protocol (State and Federal Alignment)

This section mandates clear procedures for ensuring transparency and compliance, aligning with the heightened public reporting often required in Texas government contracts.

- **Daily Check-in (10 Minutes):** Mandatory for ITL and FL to confirm status of actions A-20, A-21, and A-22.
- **Safety Huddle: FL** must hold a **15-minute OSHA safety huddle** with all incoming construction and cabling vendors, recording attendance for **TDI audit trail.**
- **Change Control:** Any request to modify physical security, power allocation, or network panel location **must** be submitted via the formal **Change Request (CR)** process. Approved CRs are subject to disclosure under **Texas public information reporting standards.**
- **Document Archival:** All technical specifications (**NIST RMF** controls) and financial reports must be uploaded to the **SharePoint Final Records** folder within 24 hours of approval, managed by the PM Team Lead.

