

Planning Checklist

No.	Activity	Person Responsible	Completed
1	Print Procedure Manual for Project	TW	Done
2	Make Checklist	TW	Done
3	Estimate time & budget time	TW,Committee	Done
4	Print Checklist	TW	Done
5	Create Timeline	TW	Done
6	Create Drawings	TW,Committee	Done
7	Complete written description (EVERYTHING!)	TW	Done
8	Make Budget Proposal (EVERYTHING!)	TW,Committee	Done
9	Program manager review plan	RM	
10	Check MDT proposal is ALL ready to send (1-5)	RM	
11	Send to Shanta Director	RM	
12	Receive feedback, make revisions, & send again to Shanta	RM	
13	Start Construction - follow construction timeline	TW	
14	Track actuals (time & \$)	TW	
15	Transparency report	TW	
	Totals		