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| --- | --- | --- | --- |
| **Project: Party at your momma’s house** |  | **Date:** | **1999** |

|  |  |  |
| --- | --- | --- |
|  |  | Attendance |
| Director of Safety | Kristin McKenzie | [ ]  Yes [ ]  No |
| Director of Field Operations | Scott Jordan | [ ]  Yes [ ]  No |
| Director of Project Management | Steven Thomas | [ ]  Yes [ ]  No |
| Safety Coordinator |  | [ ]  Yes [ ]  No |
| Field Operations Manager |  | [ ]  Yes [ ]  No |
| Senior Project Manager |  | [ ]  Yes [ ]  No |
| Superintendent |  | [ ]  Yes [ ]  No |
| Project Manager |  | [ ]  Yes [ ]  No |
| Estimator |  | [ ]  Yes [ ]  No |
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| --- | --- | --- | --- |
|  |  | **Date:** |  |
| **Project:**  |  | **Superintendent:** |  |
| **Address:**  |  | **Project Manager:** |  |
|  |  | **Safety:** |  |

**SAFETY**

* Review Safety Information, Safety Box, Job Specific Hazards
* Distribute Site Specific Safety Plan including GC copy

**PROJECT LOGISTICS**

* Review site logistics, location, access, laydown, sign location
* Review Slab on Grade Pour Sequence
* Review Tilt Panel Pour & Lifting Sequence
* Review panel layout and identify challenges (casting bed, stacked panels, split panels to reduce weight)

**SCOPE OF WORK**

* Review Scope Book
* Identify / Discuss unique requirements of Contract
* Identify / Discuss unique details of the Drawings / Specs

**SCHEDULE**

* Review Contract Schedule and/or Combined Crew Schedule

**SHOP DRAWINGS**

* Field Use Anchor Bolt Drawings
* Field Use Foundation / SOG Rebar Shop Drawings
* FOR CONSTRUCTION Ductilcrete Drawings (if applicable)
* Specifications
* Panel Book / Lift & Brace Engineering
* Field Use Embed, Steel, Joist & Deck Drawings

**CO-CEO (WHITE BOARD)**

* Superintendent & PM are CO-CEO’s of this Project
* Jointly define Success for this project
* Establish roles & responsibilities of each CEO to ensure each item of the Success Definition is achieved

**PM/APM ROLES AND RESPONSIBILITIES**

* Define what the PM will be handling
* Define which APM’s will be handling what
* How does this all come together?

**PRODUCTION EFFICIENCIES**

* Review production rates for each cost code
* Establish KPI’s
* Discuss areas of concern and collaborate a strategy to achieve labor management success

**COST CODE ESTABLISHMENT**

* Define and establish project specific tasks that will be assigned to the MCC cost code template (“cheat sheet”).
* Confirm that all project specific tasks as identified in the KPI establishment are all identified and assigned to the correct cost code.

**PROJECT SPECIFIC PPCL**

* Utilize the PPCL template to create a project specific PPCL based on the unique intricacies of the project as identified in the kickoff meeting.
* Reference specific plan pages, detail numbers, rebar spacing and orientation, anchor bolt orientation and projection, shop drawings, Ductilcrete specifications, unique mix designs, detailed embed info, detailed testing/proof roll info, etc.
* Create a project specific PPCL that is tailored specifically for this project.

**PROJECT SPECIFIC DWP MEETINGS**

* Identify the project specific DWP meeting that are to take place. Ensure that these meetings are to take place prior to each scope of work that is to take place. Develop a preliminary schedule for each DWP meeting.

**SUBCONTRACTING/FINISHING**

* Identify if finishing is going MCF or subcontracted out.
* Discuss project specific language and coverages that need to be inserted into SCA’s.
* Identify what scopes are to be subbed out and who the subcontracts are being issued to.

**EQUIPMENT MANAGEMENT FORM**

* Fill out equipment management form and send to Danny Thomas.

**PROJECT GROUP TEXT**

* Establish and set up project specific group text including but not limited to

PM

FOM

SUPER

PE

APM

SOM

**WHAT WILL GO WRONG ON THE PROJECT AND HOW CAN WE OVERCOME? HOW WILL PROJECT SPECIFIC DELAYS AND QUALITY ITEMS BE DOCUMENTED AHEAD OF TIME?**

1. Weather
2. Other Trades
3. Weekly Schedule Updates (documenting delays with the GC)
4. Finishing
5. Ready Mix
6. Material Deliveries
7. Logistics