

## **Project Management Plan**

A document prepared by the CM, and approved by the owner, which defines the owner's goals and expectations including scope, budget schedule, and quality and the strategies to be used to fulfill the requirements of the project.

## **Project Team Meeting**

A meeting dedicated to all aspects of the project, involving the project team members [owner, designer, CM, contractor(s)].

## **Project Procedures Manual**

A detailed definition of the project team responsibilities and authority, project systems, and procedures to be used for all phases of the project.

## **Project Team**

Initially consists of the owner, designer, and CM. Thereafter, as prime contractors are engaged for construction they are added to the team.

## **Punch List**

A list made near the completion of the construction work indicating items of work that remain unfinished, do not meet quality or quantity requirements as specified or are yet to be performed and which must be accomplished by the contractor prior to completing the terms of the contract.

## **Quality**

The degree to which the project and its components meet the owner's expectations, objectives, standards, and intended purpose; determined by measuring conformity of the project to the plans, specifications, and applicable standards.

## **Quality Assurance (QA)**

The application of planned and systematic methods to verify that quality control procedures are being effectively implemented.

## **Quality Control (QC)**

The continuous review, certification, inspection, and testing of project components, including persons, systems, materials, documents, techniques, and workmanship to determine whether or not such components conform to the plans, specifications, applicable standards, and project requirements.

## **Quality Management**

The process of planning, organization, implementation, monitoring and documenting of a system of

policies and procedures that coordinate and direct relevant project resources and activities in a manner that will achieve the desired quality.

### **Record Drawings**

Drawings (plans), prepared after construction is complete, that represent the work accomplished under the contract.

### **Recovery Schedule**

The schedule that depicts action(s) and special effort(s) required to recover lost time in the approved schedule. It can depict activities of any member of the project team.

### **Request for Change Proposal**

A written document issued by the CM to the contractor that describes a proposed change to the contract documents for purposes of establishing cost and time impacts. May also be known as a bulletin or request for quote.

### **Schedule of Values**

A list of basic contract segments, in both labor and material, where each line item consists of a description of a portion of work and a related cost and the sum of the line items equals the total contract price. Generally used to determine progress payments to the Contractor(s).

### **Scope**

Identification of all requirements of a project or contract.

### **Scope Changes**

Changes that expand or reduce the requirements of the project during design or construction.

### **Shop Drawings**

Drawings typically prepared by the contractor, based upon the contract documents and provided in sufficient detail that indicate to the designer that the contractor intends to construct the referenced work in a manner that is consistent with the design intent and the contract documents.

### **Short Term Construction Activity Plan**

The planning and scheduling of prime contractor(s) activities on site, for the short duration or "foreseeable future" usually developed on a week-by-week basis using milestones for planning intervals coordinated by the CM. Also known as a rolling schedule, "look ahead" schedule, or short interval schedule.

### **Special Conditions (of the Contract for Construction)**

See "Supplementary General Conditions."

### **Special Consultants**

The designation for various professionals, including engineers, architects, designers and other experts, who provide expertise in specialized fields.

### **Specifications**

The detailed written descriptions of materials, equipment, systems, and required workmanship and other qualitative information pertaining to the work.