



## Project Execution Plan

Client/Owner:

Project Name:

Project Location:

Plan Element	Due	Resp.	Notes/Comments	Status
<b>1. Project Definition and Preliminary Planning</b>				
a. Project Requirements Defined				
Client Objectives				
Scope of Project				
Cost Constraints/Budget				
Schedule Expectations/Requirements				
Quality Related Requirements				
EH&S/Site Logistical Issues				
Other Requirements/Constraints				
b. Preliminary Design Completed				
Programming/Schematic Design				
Equipment/Racking Requirements				
Preliminary Layout				
MEP/Utility Requirements				
Installation/Rigging				
Permitting Requirements Determined				
c. Construction/Installation Strategies Determined				
Operational Impact Minimization				
Safety & Logistics				
Quality Control				
Pre-fabrication Strategy				
BIM Strategy				
d. Procurement Strategy				
Owner Furnished Equipment/Racking				
Specialty Design Consultants				
MEP Trades				
Other Trades				
e. Preliminary Cost Estimate Developed				
f. Integrated Project Schedule Developed				
Design/Permitting				
Procurement				
Construction/Equipment Installation (bid package level detail)				
Commissioning/Closeout				
<b>2. Detailed Design and Planning</b>				
a. Design Kick-Off Meeting				
Communication Protocols & Processes				
Review of Project Requirements				
Design Schedule and Deliverable Reviews/Approvals				
BIM Execution Plan				
Detailed Modeling Requirements (LOD's)				
Model Hosting and Coordination Process				
b. BIM Model Development and Coordination				
Laser Scanning/Existing Conditions				
Equipment/Racking Model (if available)				
Architectural Model				
Structural Model				
MEP/Trade Fabrication Models				
c. Weekly Design Coordination Meetings & Issues Tracking				
d. Construction Document Production from BIM Models.				
e. Permitting				
<b>3. Procurement Plan</b>				
a. Prequalification/Preferred Vendors				
b. Bid Packages Developed				
c. Pricing Review and Approval by Owner				
<b>4. Construction/Equipment Installation Plan</b>				
Construction Kick-off Meeting - review and agree on following:				
a. Communication Protocols and Processes/Reporting Requirements				
b. Site Specific EH&S Plan				
c. Schedule Planning & Controls Process				
Overall Project Schedule				
Near Term Scheduling				
Weekly Construction Coordination Meetings				
d. Staging and Logistics Plans				



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Detailed plans for each phase utilizing BIM				
4D BIM simulations of complex construction/equipment installations.				
e. Quality Control Plan				
BIM driving layout via Total Station.				
Shop Drawings/Submittals/Testing Logs				
Document Control Process (Drawings, RFI's, As-Builts, Etc.)				
Pre-installation process and inspections for critical project elements.				
f. Cost Control Processes				
Cash Flow/Payment Process				
Change Management Process				
g. Project Closeout Requirements/Plan				
7D BIM Model – as-built, O&M info embedded, etc.				
Punchlist Process				
Commissioning Processes				
Warranties				
Lessons Learned Session				