

# Who Is In Charge of What?

BLM	ACTIVITIES/DELIVERABLES
1. Evaluate	Documents, Meetings, Inspection Reports, Property Condition Assessment
2. Define & Specify	Scope of Work, Specifications, RFP for Design, Meetings
3. Budget	Budget, Estimate, Meetings
4. Tender & Contract	Request for Proposal (RFP), Bid Analysis, Recommendations, Contracts
5. Schedule & Notice	Progress Schedule, Correspondence
6. Project Kickoff	Meeting Agenda & Minutes
7. Coordinate Work	Correspondence, Meeting Minutes
8. Verify Quality	Inspection Checklists, Inspection Report, Rework Notice
9. Change Management	Proposed Change Order Analysis, Change Order, Meetings, Budget Updates
10. Payment Processing	Project Status Memo, Payment Application Memo
11. Project Close	Project Close Memo, Lien Releases, Maintenance Plan, Warranty
12. Repeat Forever	Opinion Letter



# Who Is In Charge of What?

BLM	OWNER	CM	DESIGNER(S)	CONTRACTOR
1. Evaluate				
2. Define & Specify				
3. Budget				
4. Tender & Contract				
5. Schedule & Notice				
6. Project Kickoff				
7. Coordinate Work				
8. Verify Quality				
9. Change Management				
10. Payment Processing				
11. Project Close				
12. Repeat Forever				

