

St. Jean Baptiste Church
Building Committee Schedule
Narrative

1. Narrative Objective

The purpose of the Schedule Narrative is to provide general insight into the schedule sections and further explain the main objectives being tracked with in. The Committee has structured the schedule into four key section. Each section can be expanded upon and will be utilized to track a multitude of milestones and activities to ensure the project delivery remains on track.

ST. JEAN BAPTISTE CHURCH RE-BUILD Current	
+	MILESTONE TABLE
+	FINANCIAL
+	PRE-CONSTRUCTION
+	CONSTRUCTION

2. Schedule Updating and Reporting

2.1 Update Process

Currently the Building Committee is updating the Master Schedule on weekly basis. This is primarily due to the large magnitude of upfront planning required to get our Project moving forward in the right direction.

The weekly update consists of the following key activities.

1. Weekly progress update for activities currently forming part of the project schedule.
2. Review any activities that are currently ahead or behind schedule.
3. Discuss and address any activities that have fallen behind plan and implement actions required to mitigate further impacts and bring activity to a close.
4. Review newly identified key activities or group of activities that may require progress tracking and have them added to the master schedule.

2.2 Planned Reporting

The Building Committee looks to make the schedule available to the public on monthly Basis. The monthly update will provide the high-level overview of the progress with key notes for a status update.

The monthly update will show

1. Milestones and Activities that have been completed
2. Milestones and Activities that are planned to start in the next 6 weeks
3. Status update on all noted Milestones and activities.

3. Milestone Table

MILESTONE TABLE	
[-]	Key Progress Milestones
[+]	Start Milestones
[+]	Finish Milestones
[-]	Request For Decisions (RFD)
[+]	Project Delivery
[+]	Public Survey
[+]	Financial
[+]	Employment Opportunity
[+]	Design Development
[+]	Construction

Milestones are utilized to identify key moments within the progress of the project. They are utilized to either identify the start or finish for key grouping of activities. For example, you could use a Start milestone to identify the first day Public Survey would commence or a finish milestone to identify the planned finish of Design.

The Milestone Table has been broken down into two main categories Key Progress and Request for Decisions.

The Key Progress Milestones are being utilized to track key Start and finishes of activity groupings within the Master Schedule. These Milestones are linked to the start or finish of the first or last activity of the groupings and follow the logic in the schedule provide a quick reference.

The Request for Decision Milestones identify key moments in where the Building Committee will require the Bishops or Dioceses direction to proceed based on the information provided. These Milestones are hold points to the schedule. There will be many different Request for Decisions required within a group of activities.

4. Financial

FINANCIAL	
[+]	Insurance
[+]	Gouvernement Grants

The Building Committee will be utilizing this section for tracking progress on the Insurance Claim as well as development of potential Grants available for our project.

4.1 Insurance

The Building committee has limited to no involvement on the Insurance Claim and would be considered as a resource for technical support only. The closure of the Insurance settlement is a key milestone being tracked as it will provide the necessary budgetary information required by the Building Committee to analyses construction cost.

4.2 Government Grants

The Building Committee has engaged with a Grant Writer to assist with identifying potential Government Grants available for our project. This section will assist with listing required steps and tracking progress of the grant submissions.

5. Pre-Construction

PRE-CONSTRUCTION	
<input type="checkbox"/>	Project Delivery Method
<input type="checkbox"/>	Public Survey
<input type="checkbox"/>	Employment Opportunity (Owner Representative Selection)
<input type="checkbox"/>	Design Development

Pre-Construction is where the Building Committee is current focused majority of our time to date and is utilized for tracking the front-end project planning. This section provides direction and tracks progress on key items such as the requirements of an Owner Representative, Public Survey, Architecture/Consultant Tender, Conceptual and Detailed Design.

5.1 Project Delivery Method

The Building Committee developed this section to track progress in determine the Contract type that would be utilized between the Owner, Architect, Consultants and General Contractor to deliver our project. There are many different types of contractual delivery methods for a project of this nature with varying pros and cons. The front-end decision on the Contract provides the necessary direction for determining the next steps and required actions moving forward in the pre-construction phase.

5.2 Public Survey

The development, delivery, response, and trending of the Public Survey Information will be the primary focus of this section. This section is key to engaging the parishioners and community for gathering design guidance for our project. The Public Survey provides insight to wishes of the parishioners is a key factor in design and budget development.

5.3 Employment Opportunity

A significant review process is required to understand and determine if our project would require a full time Owner Representative to assist in the management of the project. If it is determined as a requirement, tracking progress the securement process of the Owner Representative will be done in this section.

5.4 Design Development

The advancement of the basis of our design, tendering process to secure Architects and Consultants, and the development from conceptual to detailed design is tracked in this section. The 4 sub sections within the Pre-construction all link together and have a direct influence on the design development. This section provides key direction to the Building committee to ensure we remain on task. Once the

Architect has been secured, this Design Development section will be detailed and become the responsibility of the consultants to update monthly.

6. Construction

CONSTRUCTION

Secure General Contractor

The Construction portion is limited in detail at this time and is primarily utilized to show the relationship between the preconstruction activities and the influence they will have on the Construction Start date. The securing of the General Contractor will hinge on the availability of design information for the tender package. The tender process and securing of the General Contractor will determine the Construction Start. Once the General Contractor has been secured, this Construction section will be detailed and become the responsibility of the Contractor to update monthly.