

Reclamation Manual

Directives and Standards

SUGGESTED PROJECT CHECKLIST

Project Name

Project Leader: _____ Design Team Leader: _____

Cost Authority Number: _____

Proposed Schedule (Fill out only those that apply):

Begin Design: _____

30% Review or Concept C: _____

Value Analysis Study: _____

60% Review or Design C: _____

90% Review or Review C: _____

Book Published: _____

Award: _____

Construction Complete: _____

Proposed Budget: _____

Authorized Amount for Project: _____

Estimate for Design Activities (if available): _____

Activity	Due Date	Responsibility	Comment
1. Sign Checklist	_____	_____	_____
2. Initiate Service Agreement (includes budget, schedule, peer review requirements, and client approval)	_____	_____	_____
3. Formalize Project-Specific Criteria/Requirements	_____	_____	_____
4. Formalize Design Data Requirements	_____	_____	_____
5. Make Design Data Assignments	_____	_____	_____
6. Evaluate/Perform Value Engineering	_____	_____	_____
7. Determine Procurement Method	_____	_____	_____

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Activity	Due Date	Responsibility	Comment
8. Perform Real Estate Acquisition	_____	_____	_____
9. Perform Utility Relocations	_____	_____	_____
10. Perform NEPA Compliance	_____	_____	_____
11. Obtain Permits	_____	_____	_____
12. Prepare Final Designs/Specifications	_____	_____	_____
13. Prepares Engineers Estimate	_____	_____	_____
14. Award Contract	_____	_____	_____
15. Construction Management (substantially complete)	_____	_____	_____
16. Prepare DOCs, SOPs, Construction Reports	_____	_____	_____
17. Transfer Facilities to O&M	_____	_____	_____
18. Submit Close-Out/Final Payment	_____	_____	_____

Construction Representative

Project Leader

Contracting Officer

Design Team Leader