

## Construction Workshop Extra - Progress Report - Page 1

#### PROGRESS REPORT

For those of you who have found yourself in this get it done portion or the project we have provided the Progress Report to assist you and your team. Its purpose is to provide direction and support if you or your team will be actively engaged in the project. Communication and collaboration should start early (during the planning stage) and continue throughout the project until it ends. The report is made up of two separate worksheets; 1) IDENTIFYING THE TEAM and 2) ACTION STEPS.

#### Identifying the Team

List the name of each individual who will need to be included in the communications regarding the lock & key portion of the construction project. In addition to the individuals name; we suggest including the company they represent, their connection or role to the project and their desired method for critical communication (F2F, phone, email, text, other...) and appropriate phone number, email, etc.

IDENTIFY TEAM (Sample)						
Construction Project De	eadline July 28, 2017					
Individual Name	Company Name	Connection to Project	*Method for Critical Communication			
Catherine Doyle	AAA Construction	Construction Project Manager	F2F / Construction Office			
Antoinette Guzzo	Green Property Management	Assist Property Manager	Text / 555 - 625-4326			
Maurie Johnson	RG Engineering	Assist Chief Engineer	Cell Phone / 555-670-2600			
Rose Powers	North Center Security	Security Director	rpowers@northcentersec.com			
Barbra Dee	Hamilin, Hamiln and McGill	Facility Manager	bdee@hhmlaw.com			
John Smith	Glavin Security Specialists	Locks & Keys Vendor / Service Provider	customerservice@glavinaccess.com			
7						



# Construction Workshop Extra - Progress Report - Page 2

### Action Steps/Action Plan

List each action step (who will be doing what), the estimated lead time to complete the task, the task start date, and task deadline.

ACTION PLAN (Sample)			
Construction Project Deadline		Task	Task
Action Step (Who will be doing what?)	Lead Time	Start Date	Deadline
MJ will order the Sargent Locks from Glavin		7-3-17	7-14-17
MJ will order Medeco Cylinders from Glavin	4 Weeks	5-26-17	6-23-17
MJ will order Medeco Key Blanks from Glavin	4 Weeks	5-26-17	6-23-17
Glavin will cut keys and rekey cylinders	3 Days	6-26-17	6-30-17
AN will deliver keys to Hamilin, Hamilin	3 Days	7-5-17	7-7-17
BD will distribute keys to individual users	N/A	7-10-17	7-21-17
AAA to install locks and cylinders	N/A	7-17-17	7-21-17
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