



PROGRESS REPORT

Identifying the Team

IDENTIFY TEAM (Sample)

Construction Project Deadline	July 28, 2017
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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, Hamlin and McGill	Facility Manager	bdee@hhmlaw.com
John Smith	Glavin Security Specialists	Locks & Keys Vendor / Service Provider	customerservice@glavinaccess.com



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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 _____

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