PROJECT TIMELINE

NAI Ohio Equities REALTORS®
Commercial Real Estate Services, Worldwide.

		MONTH	FEB				MARCH				APRIL				MAY				JUNE				JULY				AUGUST				SEP				OCT				NOV				DEC				JAN			
PROJECT ACTIVITY	RESPONSIBILITY	WEEK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Strategic Planning																																																		
Interviews & Tour Existing Facility																																																		
Define Requirements & Programming																																																		
Architect Selection																																																		
Market Research & Analysis																																																		
Conduct Market Survey																																																		
Windsheild Tour All Options																																																		
Evaluate & Qualify Options																																																		
First Request for Proposal																																																		
Prepare & Deliver RFP to Qualified Bldgs.																																																		
Response from Landlord																																																		
Proposal Analysis																																																		
Subjective Analysis																																																		
First Building Site Tour																																																		
Preliminary Building Site Selection																																																		
Preliminary Plan Analysis																																																		
Second Request for Proposal																																																		
Delivery of Revised RFP																																																		
Response from Landlord																																																		
Proposal Analysis																																																		
Final Building Selection																																																		
Second Building Tour																																																		
Preliminary Space Plan																																																		
Construction Cost Estimate																																																		
Subjective Analysis Refined																																																		
Proposal Review																																																		
Letter of Intent																																																		
Final Negotiations																																																		
Landlord Approval																																																		
Lease																																																		
Preparation & Review																																																		
Negotiation																																																		
Approvals & Execution																																																		
Construction Documents																																																		
Final Space Plan & Approvals																																																		
Construction Documents & Specs																																																		
MEP Documents																																																		
CD & MEP Review & Approvals																																																		
Bid Package & Contractor Selection																																																		
Bid Preparation																																																		
Bid Review & Contract Award																																																		
Construction																																																		
Weekly Review																																																		
Punch List																																																		
Move Coordination																																																		
Mover Selection																																																		
Telephone/Computer Selection																																																		
Telephone/Computer Installation																																																		
Furniture Selection																																																		
Furniture Delivery & Installation																																																		
Move In																																																		
Resolution of Change Orders/Punch List																																																		
Final Payment to Contractor																																																		

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