*1/28/2016*

**Agenda for Construction Phase Kickoff Meeting**

1. Introductions
   1. Project team
   2. Client representatives
2. Meeting objectives
   1. Begin of Construction Phase
   2. Overview of project process and procedures
   3. Next steps
3. Project Overview (as defined in FM-101 – Project Authorization)
   * 1. Scope (goals and objectives)
     2. Schedule
     3. Budget
4. Roles and Responsibilities
   1. Project Manager
   2. Professional support team
   3. Client and UDM
5. Project Schedule/Timeline – High-level Project Plan
   1. Preliminary Design Schedule
   2. Key milestones and target dates
6. Communication
   1. Project meetings
   2. Preferred method: e-mail, phone and fax
   3. Billing details on website to check current charges (http://www.fm.wmich.edu/go/bo)
   4. Determine who is included in various communications
   5. Stakeholder communication
7. WMU Protocol
   1. Security & safety
   2. Utilities
8. Start of Construction Phase
   1. General procedure
   2. Change order process
      1. Possible reasons
      2. Process overview including communication
      3. Contingency use
   3. Submittal/material selection process
9. Next steps