


Work Breakdown Structure - WBS 		RESPONSIBILITIES											
		Church	Covenant	Surveyor	Geotechnical	Testing Agency	Architect	Government Agencies	Realtor	Attorney	Environmental	Contractor	Others
ACTIVITY	COMMENT												
Master Planning													
Scope of Work - Consultant	Prepare	●	S										
Requests For Proposals (RFP)	Architect	●	S										
Pre-Proposal Conference		●	S										
Pre-Proposal Questions		●	S										
Pre-Proposal Answers		●	S										
Pre-Proposal Addenda		●	S										
Proposal Evaluation		●	S										
Contract Review		●	S										
Legal Review		●	S						●				
Contract Negotiation		●	S										
Contract Execution		●	1	●	●	●							
Insurance	Review	R/R				●							
Conditional Lien Releases	Review	O R/R	O S	O	O	O							
Payment Controls	All Phases (ex. Conceptual/ Finance)	●	S	●									
Land Survey				●									
Utility Survey				●									
Facility Condition Survey	Review and Comment.Use	R/C U	S									●	Facility Surveyor
Geotechnical Analysis				●									
Environmental Studies		R/C U	S						●				
Accoustics Studies												●	
Real-Estate Studies	Review and Comment.Use	R/C U	S					●					
Building Code Study						●	S						
Parking Study						●	S						
Traffic Study						●	S						
Fire Code						●	S						
Fire Lanes						●	S						
Fire Sprinkler Systems						●	S						
Fire Alarm Systems						●	S						
Security Systems						●	S						
Occupancy						●	S						
City Planning Review						■	●						
City Engineering Review						■	●						
Zoning						●	S	S					
State Regulations						●	S						
Federal Regulations						●	S						
Master Plan (Preliminary)	Review and Comment	R/C	S			●	S						
Value engineering study			●										
Codes Review			●										
Schedule Analysis			●										
Master Plan (Final)	Review and Comment	R/C	S			●							
Opinion of Probable Cost		R/C	S			●							
Cost Estimating			●										
Operating cost	Review and Revise	R/R	S										
Financial Analysis		S	R/R										
Budget	Prepare	●	S							S			
Contingency	Review and Revise	●	S										
Master Plan (Presentation)	Review and Comment	R/C	S			●							
Additional services			S			PO							
Claims - consultant			S			PO							
Final Lien Releases	Review	■ R/R	1 ●	O	O	O							