



farrell partnership

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standard project execution table of contents

1.0 Introduction

Defines the purpose of the project, provides a description of the work, client information, site information and any special features of the project.

2.0 Project Scope and Responsibilities

Defines the project scope, our responsibilities, the client's responsibilities and interface with any third party companies.

3.0 Commercial

Defines basis of reimbursement, confidentiality, guarantees, insurance, accounting and invoicing that will be used on the project.

4.0 Basis of Design

Defines project criteria, codes and standards, design options, value engineering and constructability of the project.

5.0 Organization and Personnel

Defines where the work will be executed, responsible parties from both Farrell Partnership and the client and all meetings anticipated for the project.

6.0 Engineering and Design

Defines Project and Specialty Engineering and the extent of design detailing.

7.0 Project Schedule

Defines level of detail and project schedule.

8.0 Cost Control and Reporting

Defines the type and frequency of cost reports.

9.0 Estimates and Budgets

Defines the estimating strategy for the project including any existing project cost data or client budgetary constraints

10.0 Document Management System

Defines where and how project documents are kept and tracked.

11.0 Electronic Systems Strategy

Defines the version and format for all electronically prepared documents for the project.

12.0 Communication and Data Transfer

Defines the distribution matrix for all project personnel dictating what information is transmitted to the project team and in what format (hard copy versus electronic).

