

Category	Task/Requirement	Responsible Party	Due Date	Status	Comments/Notes
Site Analysis	Conduct soil testing	Civil Engineer			
Documentation	Prepare construction drawings	Architect			
Permits and Approvals	Obtain building permit	Permit Coordinator			
Project Planning	Develop project schedule	Project Manager			
Budgeting	Finalize project budget	Financial Manager			
Team & Contractor Setup	Select main contractor and subcontractors	Procurement Manager			