

JOB Update & To Do

CHECKLIST

Customer Communications

Who: _____

How: IN PERSON EMAIL TEXT PHONE

Status & Update: _____

Happy: YES NO

Summary:

Progress | Schedule | Scope | Profitability

- On Schedule Off Schedule
- Schedule Changes Addressed
- Scope Change No Change
- Change Order \$
- Schedule Materials

Profitability

- On Target Off Target

Notes | Reminders | Action Items

Interested Party Communications

- Project Management
- Portal Updates
- Other Team Members
- Adjuster
- Other _____

To DO

- Update Schedule
- Update Tasks
- Subcontractor Follow Ups
- Material Orders & Follow Ups