

# Construction Planning Checklist for SMBs

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## Safety

- Training:** Ensure all personnel are trained on site hazards and equipped with the tools and PPE that will help them efficiently complete the tasks required of them.
- Pre-Task Planning:** Integrate pre-task safety briefings for high-risk activities, like hot work or confined space entry to enhance on-site coordination and preemptively address potential delays
- Permits:** Manage a hot work permit system and obtain necessary environmental permits (e.g., SWPPP) proactively to prevent stoppages.
- Toolbox Talks:** Hold regular toolbox talks to discuss specific safety topics and reinforce safe practices and share tips for better work environments.
- Incident Reporting:** Establish a clear and accessible system for reporting incidents and near misses so that the team can regularly improve the process.

## Communication

- Meeting Cadence:** Schedule regular project meetings (e.g., weekly, bi-weekly) with key stakeholders to keep information flowing.
- Collaboration Tools:** Utilize designated software (e.g., project management platform) for RFIs, submittals, and change orders that offers convenient and immediate answers.
- Emergency Contact:** Prepare and distribute an emergency call list for rapid response to incidents.

- Contractor Onboarding:** Establish a clear process for first-time contractors and visitors to navigate the site.
- Logistics Reference:** Refer to the dedicated logistics plan for transportation, parking, and delivery details.

## Quality Control

- Definition of Done:** Define clear quality expectations for each task through inspections and walkthroughs. Start with the end in mind.
- Inspection Schedule:** Establish a schedule for inspections by qualified personnel according to project specifications and incorporate it into the progress schedule.
- RFI & Submittal Process:** Outline the process for submitting and responding to RFIs and submittals (reference specific document or procedure).
- Non-Conformance Management:** Define a procedure for addressing and resolving non-compliant work or materials.

## Schedule Management

- Lookahead Schedules:** Utilize lookahead schedules to identify upcoming critical tasks and resource needs.
- Progress Tracking:** Monitor progress against the master schedule and address any deviations promptly.
- Risk Management:** Proactively identify and mitigate potential risks that could impact the schedule.
- Change Management:** Implement a controlled process for managing changes to the schedule and budget.
- Communication:** Update stakeholders promptly on any changes to the schedule or anticipated delays.