

13 Project Communication

Consistent project communication helps keep the Client and project stakeholders informed of the current status of the Project. The Communication Plan (Appendix 13) outlines meetings and reports required during a project's lifecycle.

13.1 Coordination Meetings

The Contractor is responsible to schedule and administer coordination meetings throughout progress of the work. The meetings are scheduled Bi-Weekly for Large projects and weekly for Small projects; the meetings may be increased or decreased in frequency as they may seem fit by FP&C. Attendants in the Coordination Meetings may include the Project Superintendent, major Subcontractors and Suppliers; Project Manager, Design Consultants, Client, FNO, IT and others as appropriate to agenda topics for each meeting.

Meeting agendas and minutes are taken by the Contractor and are distributed to project stakeholders. Minutes should be routed to project stakeholders.

Minimum Agenda to include the following:

- Review minutes of previous meetings
- Review of Work progress
- Field observations, problems and decisions
- Identification of problems which concern planned progress
- Status of progress schedule and adjustments thereto
- Planned progress during succeeding work period
- Coordination of projected progress
- Review of submittals schedule and status of submittals
- Pending changes and substitutions
- Review of off-site fabrication and delivery schedules
- Status of RFI's
- Maintenance of quality and work standards
- Furnish copies of Safety Meeting Reports
- Schedule and coordinate inspections
- Utility interruptions
- Other items affecting or relating to Work
- Section 01 32 00 in the Invitation for Bid package provides more information on this section

Additionally, other stakeholders such as FMO and IT should be extended an invitation to the coordination meetings as appropriate.

13.2 FP&C Staff Meetings

To promote project transparency among FP&C personnel, staff meetings are held regularly to cover the following topics:

- Summary of upcoming events
- Safety discussion
- Project progress
- Summary of activities completed within last two weeks
- Summary of upcoming activities in the next two weeks
- Projects being closed out
- Project risks

Additionally, other stakeholders such as FMO and IT should be extended an invitation to the staff meetings as appropriate. Meetings minutes should be taken and distributed.

13.3 Periodic BOR Reports (Construction in Progress Reports)

On a periodic basis, the Director is responsible to report on construction in progress, providing a status report on all projects that required formal project approval at the board committee responsible for facilities or higher level, and such other projects that are deemed by the System Office Chief Finance Officer to be of particular importance to the Board.

13.4 Financial Reports

On a regular basis, the FM balances funding with the accounting system and prepares a general cost report that shows capital appropriations and a summary of capital accounts.

13.5 Annual Reports to BOR and Statewide

Each December, the FM prepares a Statewide Deferred and Capital R&R report.

Each June, the FM prepares an Expenditure report and any other financial reports to BOR and statewide.

Each June, the FM develops a calculation of recharge rate for the coming year based on the future year cash flow predictions.