



Project Governance & Documentation Requirements

Broad Reach Construction

Project Governance and Documentation Requisite

Project Managers

Company Specific:

- 5-15 Report
- Short weekly summaries that should take you no more than 15 minutes to write and 5 minutes to read.
- Due every Friday by 2 pm. If off on Friday, then due Thursday COB.
- Bi-Weekly Project Report
- Detailed report for all projects assigned.
- Due bi-weekly on Friday by 2 pm. If off on Friday, then due Thursday COB.

Project Specific:

- Client Programs
- Amazon
- BIM360 ACC - Project Management System for documentation
- <https://acc.autodesk.com/projects>
- Access requested through Basecamp or pimento
- <https://basecamp.amazon/>
- <https://amazonpimento.com/login>
- Uploaded required documents - typical
- RFIs
- Submittals
- Pay Apps
- PCOs

- Commissioning documents
- Drawings
- Safety Documents
- Bolt
- <https://bolt.info-exchange.com/Default.aspx?ReturnUrl=%2fSecure%2fDefault.aspx>
- Incident Reports
- Project manhours
- All hours put under BRC; do not break out or connect subcontractor separately.
- Avetta
- <https://app.avetta.com/login>
- Project is linked to BRC
- Subcontractors linked to specific project under BRC
- JHA's to be uploaded
- If project is not set up in Bolt, then manhours to be tracked in Avetta
- SAFER Walks
- Min. 5 per week coordinate with Superintendent and BRC safety manager. Can be done by PM when on site.
- To be uploaded BIM/ACC
- Commissioning Documents
- Pre and Post Cx'ing Excel File
- Prefunctional Checklists with Superintendent and Subcontractor
- Kick Off Meeting Presentation
- Project Introduction and Overview
- Weekly Project Meeting with Subcontractors
- Agenda and minutes
- Weekly OAC meeting
- Agenda and minutes
- Minutes to be uploaded in client program as well.
- RFI's
- Answered RFIs to be uploaded in client portal as well
- Submittals

- Approved submittals to be uploaded in client portal as well
- PCO log
- Utilize Red Team for additional information
- Transmittals for any materials or equipment to be handed over to client
- Upload to client portal as well
- Closeout Documents
- Maintain Project Documents in Sharepoint
- <https://brcpm.sharepoint.com/sites/BRCExecutiveTeam/Shared%20Documents/Forms/AllItems.aspx>

Superintendents

Company Specific:

- Project Daily Reports
- Completed in Red Team with Pictures
- Weekly Toolbox Talks with onsite project team
- Job site safety walks

Project Specific:

- Collect subcontractor JHAs can be coordinated with PM
- Weekly Project Meeting with Subcontractors hosted by PM
- Drive schedule, quality, & concerns
- Weekly OAC meeting hosted by PM
- Discuss project status and upcoming work
- Close out BRC permits with support of PM
- Support closeout of trade permits
- Client Programs
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- Uploaded required documents - typical
- Daily Reports
- Pictures
- Bolt
- <https://bolt.info-exchange.com/Default.aspx?ReturnUrl=%2fSecure%2fDefault.aspx>
- Incident Reports
- Project manhours
- All hours put under BRC; do not break out or connect subcontractor separately.
- SAFER Walks
- Min. 5 per week coordinate with Superintendent and BRC safety manager. Can be done by PM when on site.
- To be uploaded BIM/ACC
- Commissioning Documents
- Pre and Post Cx'ing Excel File
- Prefunctional Checklists with Superintendent and Subcontractor
- Owner Equipment Delivery Receipt documents