

March SAMPLE PCA SCHEDULE

Critical Client
Decision Dates

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	4	5	6	7	1	2
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28	Mar 1 Client Signs/Engages PCA Agreement	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Internal Data Dump Meeting with Project Engineer	16	17 Initial Project Synopsis and RFI Ready for Client Review Weekly Update	18 Zoom Data Dump w/ Interior Design and Architect Drawings - High Level Drawings Only (1 week lead)	19 On-Site Design meeting (sales, client, designer, P.E.)	20
21	22	23	24 Weekly Update	25	26 Bi-Weekly Invoicing Initial Drawings Ready for Internal Review	27
28	29	30 Updated Project Synopsis Ready for Client Review	31 Client Meeting to review updated project Engage 2nd phase drawings - Final Weekly Update	Apr 1	2	3

April SAMPLE PCA SCHEDULE

April 2021							May 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	1	2	3	2	3	4	5	6	7	8
11	12	13	14	8	9	10	9	10	11	12	13	14	15
18	19	20	21	15	16	17	16	17	18	19	20	21	22
25	26	27	28	22	23	24	23	24	25	26	27	28	29
				29	30		30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 28	29	30	31	Apr 1 On-Site Meeting with Subcontractors if required	2	3
4	5	6	7 Prioritized Designer Drawings and specs back	8 If project is complex or unique - "Early Look Ahead Meeting w/Production"	9 Bi-Weekly Invoicing	10
11	12	13	14 Final Drawings and Project Specifications Complete	15	16 Zoom Meeting with client to review final drawings	17
18	19	20	21 Updated Project Synopsis (if not on target with client scope/budget) - this would bump internal	22 Internal Review w/Production	23 Bi-Weekly Invoicing	24
25	26	27	28	29 Project Contract and Proposal Ready for Client Review	30	May 1