

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