

Purpose

This initiative provides an at-a-glance view of standard protocol for Preconstruction Meetings and the Project Management Plan (PMP).

Protocol

1. What is a Preconstruction Meeting?

A Preconstruction Meeting provides a detailed view into a project and the plan to execute that project.

2. When are Preconstruction Meetings held?

Preconstruction Meetings are held a few weeks prior to the start of work. Not all projects require Preconstruction Meetings—the decision to meet is based on the contract value and project complexity.

3. Who attends Preconstruction Meetings?

- Project Team
- Division Director
- Safety
- Contracts
- Preconstruction
- Equipment/Fleet
- DOT
- Risk
- Ops Support

4. What will be discussed at the Preconstruction Meeting?

The meeting uses the Project Management Plan (PMP) to do a deep-dive into the project details and walk through managing the project from beginning to end.

5. What is required for Preconstruction Meetings?

The intent is to provide the opportunity for the project team and other parties to discuss the entire project.

6. More questions?

Contact the Preconstruction team for any questions regarding Preconstruction Meetings.

About this file:

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