

PROJECT MANAGEMENT HANDBOOK

Public Works
Department

City of Issaquah

December 1996

PROJECT TRACKING & MONITORING

Project Manager's Responsibilities:

Preparing Monthly Budget Financial Status Report

Updating the Project Schedule (Suretrack)

Submitting Weekly Updates

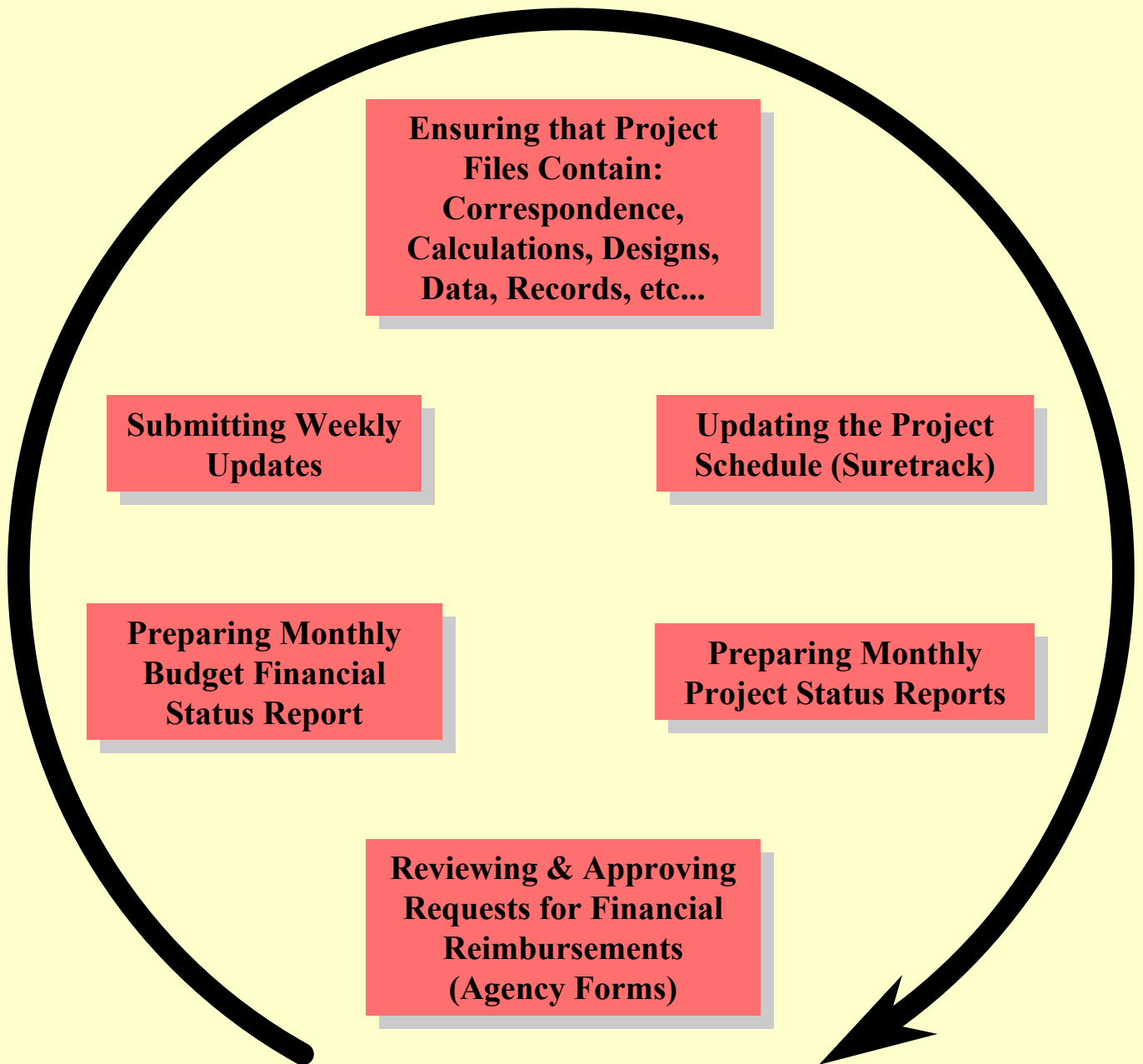


Preparing Monthly Project Status Reports

**Ensure Project Files Contain:
Correspondence,
Calculations, Designs,
Data, Records, etc...**

Review/Approve Requests for Financial Reimbursements (Agency Forms)

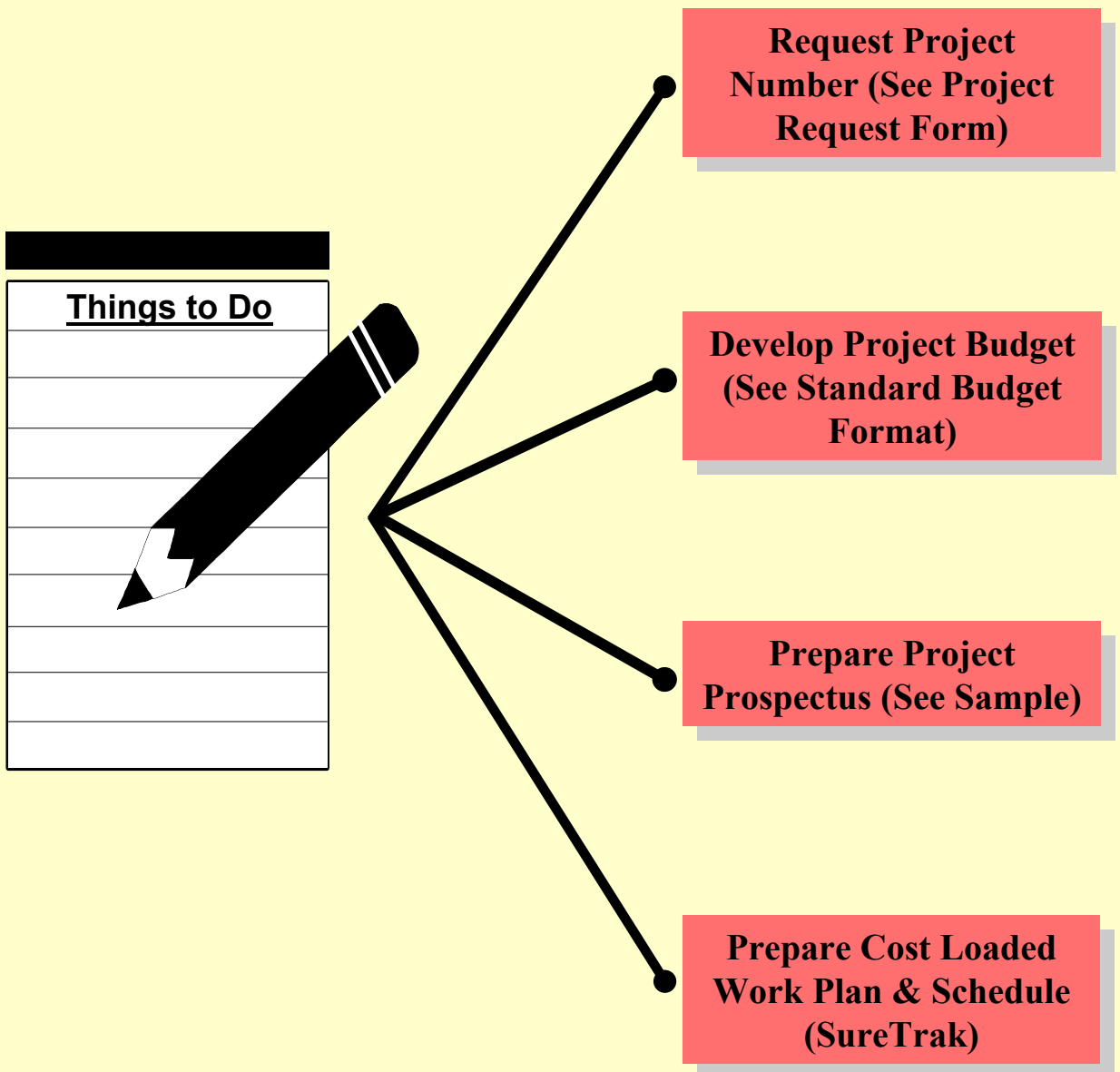
PROJECT TRACKING & MONITORING



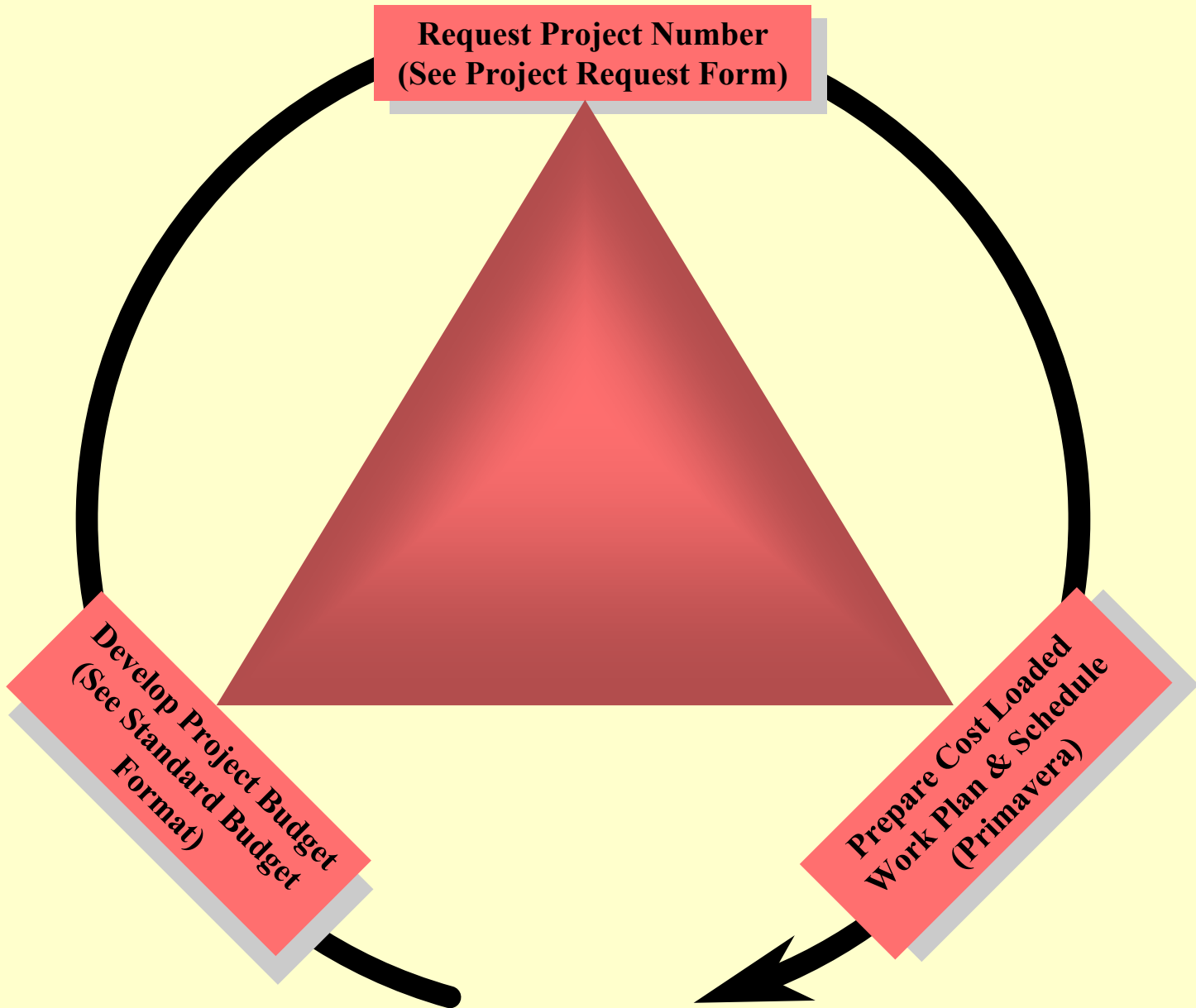
“During project monitoring, the Project Manager is responsible for...”

PROJECT SETUP

“Prior to Starting the Project Manager Must...”

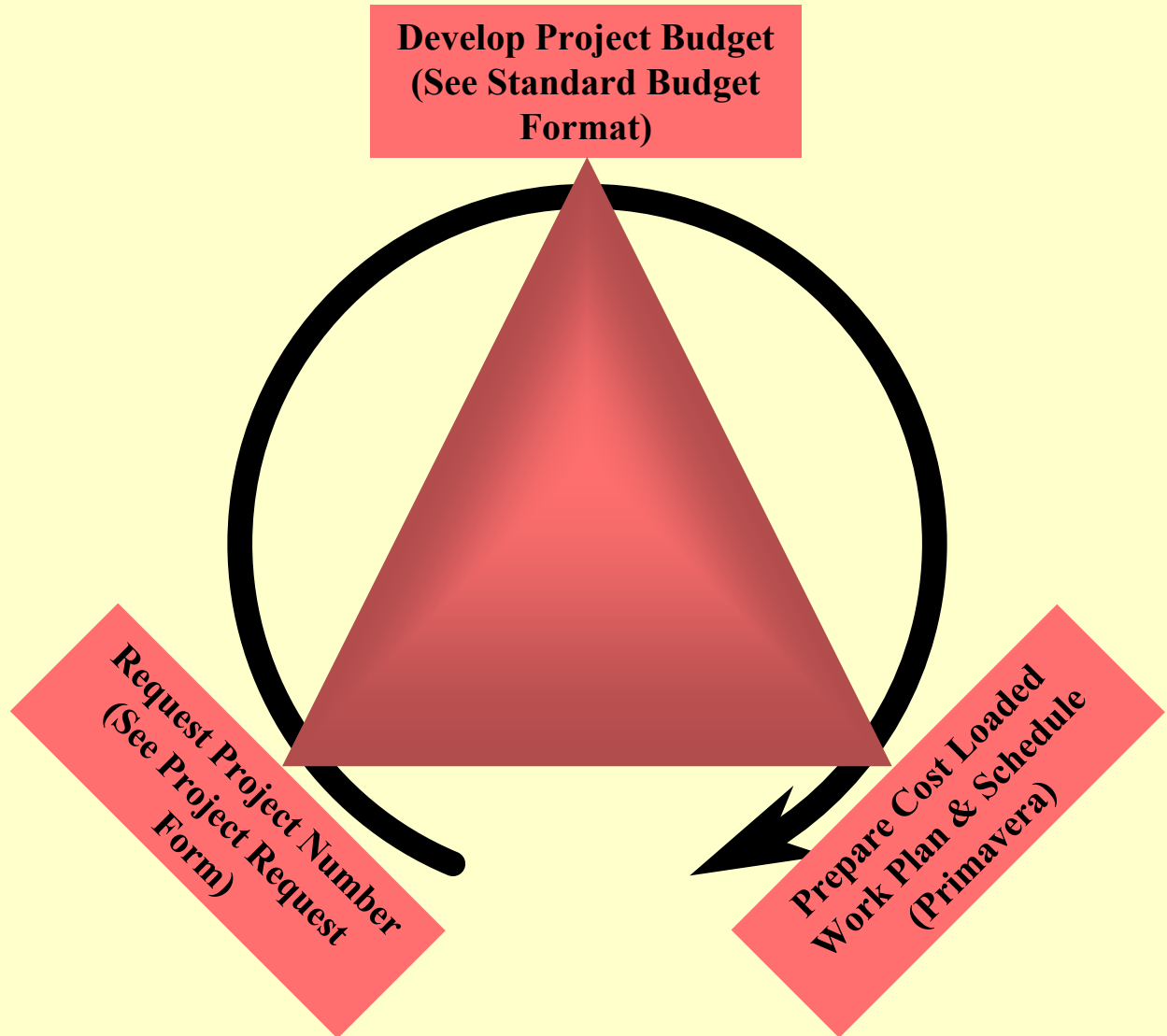


PROJECT SETUP



*“Prior to commencing,
the Project Manager
must...”*

PROJECT SETUP



**Prior to Starting
the Project Manager Must:**