

PM & CPM Responsibility Matrix

Task	PM	CPM
Project Initiation	X	
Project Information Form (PIF)	X	
A/E Selection		
RFQ/RFP	X	
Interviews	X	
Request for Proposal	X	
Agreement Preparation	X	
A/E Payments		
During design to Construction Contract Award	X	
After Construction Award		X
Consultant Amendments	X	
Design Approvals		
Schematic Design	X	
Design Development	X	
Construction Documents	X	
Advertisement	X	
Addendum	X	
Bidding		
Pre-Bid Meeting	X	
Bid Opening	X	
Bid Evaluation	X	
Construction Award	X	X
Pre-Construction Meeting		X
Construction Monthly Meetings		X
Contractor Payments		X
Change Orders		X
Prepare Change Order		X
Approval		
Less than 10% of Construction Contract and doesn't require design	X	X
More than 10% of Construction Contract and/or requires design	X	X
Construction Inspections		X
Prevailing Wage		X
Contractor Payments		X
Substantial Completion		X
Final Certification		X
Final Payment		X
Warranty Period		X