

Candidate's Name	
1. Job Title(s)	Size of Team
	Position in Team
	Month/ Year

Participant	Observer	3. Activities	Non Project	Project Phases				Client	Authorities	Consultants	Contractors
				Design	Approvals	Documentation	Contract Admin				
2. Role (Please tick the appropriate column)			4. Time Spent (Hours per month)				Team Coordination				
		1 Investigation	Site survey/report								
		2	Building survey/report								
		3	Problem/brief preparation								
		4	Office programming								
		5	Authorities requirements/ pre-consultation								
		6 Design	Concept/development								
		7	Client/consultants meetings								
		8	Drawings/reports/models								
		9	Environment requirements								
		10	Cost Plan								
		11 Preparation for submission	Development control submission drawings								
		12	Building plan submission drawings (BIM)								
		13 Product Information	Tender drawings preparation/schedule								

		14	Consultants										
		15	Specialist sub- contracts										
		16	Specification/ bills Of quantities										
		17 Contract	Tender and award										
		18	Site meetings										
		19	Progress site/ quality control										
		20	Valuation/ certificates										
		21	Disputes/ claims										
		22	Final accounts / completion as built										
		23 Licensing	TOP/ CSC										
		24 Planning Inquiries											
		25 Arbitration											
		26 Litigation											
		27 Mediation											
		28											
		29											
		30											

Office Internship Supervisor's Name & Designation	
Signature	Date