

Subject: Adjustment to Plan
Date: Thursday, October 30, 2025 at 1:21:36 PM Mountain Standard Time
From: Tim Haitaian
To: Chi Ejimofor, Jared Aiken, Jayson Roti, Kendra Ash
Attachments: Outlook-u12xbc1b.png

Team,

Sharing a few adjustments to the original Project Coordinator 30/60/90/180-day plan (below). Adding three specific things (1) contract review/execution, (2) project delivery/execution, and (3) SWPPP narrative binder construction. These were implied, but should have been explicit.

Chi, please incorporate this into the original plan. Could you also share the modified version you created?

Please share any changes, additions, or questions you may have. I appreciate everyone's participation in this process. 🙌

Additions to 30/60/90/180-day Plan

1. 0-30 Days (Documentation)

- a. Map Contract Review through Execution process with Kendra/Jared end-to-end.
- b. Map Project Delivery/Kickoff process with Jayson/Jared end-to-end.
- c. Capture key pitfalls
 - i. Contracting - SOV vs estimate, certain problematic clauses, etc.
 - ii. Project Delivery/Kickoff - safety, badging, certified payroll, timing, key contacts, etc.
- d. Add to existing 30-day documentation deliverable as part of the overall process.

2. 31-60 Days (Proposal)

- a. Submit a simple plan for how DS could/should manage these steps (owners, handoffs, checklists, communication, etc.).
- b. Goal being to reduce friction, reduce cycle time, improve customer experience.
- c. Recommend tools or templates.
- d. ALSO, shift SWPPP narrative binder production to Eva (inputs, training, etc.), similar to signs and dust permits done in first 30 days.

3. 61-90 Days (Implement V1)

- a. Roll out the first version of the entire process, including checklists and clear ownership.
- b. Track metrics to gauge success (e.g. cycle time, rework counts, etc.)
- c. Iterate monthly through 180-day

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