

# Design Process Map

Assigned To	Task Name	Due Date	Priority	Checklist Items
Michelle McKown, Josh Hobbs	Selections: Sched Meeting	Thu, Jan 16, 2020 - 11:59 PM	HIGH	Send Standard Email request to Brad & Designer
Charlie Blair, Josh Hobbs	Job Onboard	Fri, Jan 17, 2020 - 11:59 PM	HIGH	<ul style="list-style-type: none"> <li>• Load Template for Project type</li> <li>• Review Scope, Notes, and Plan</li> <li>• Adjust Subs</li> <li>• Adjust Selection list</li> <li>• Adjust Schedule</li> <li>• Adjust To Do list</li> <li>• Release schedule</li> </ul>
Bob Perry, Charlie Blair, Josh Hobbs	Re-Assign Subs as applicable to this Job	Thu, Jan 30, 2020 - 11:59 PM		
Michelle McKown	Cabinet Design Letter: send	Fri, Jan 31, 2020 - 11:59 PM	HIGH	
Michelle McKown	Cabinet Pulls: Send Cabinet Pull Link; Send Notice to Robert	Fri, Jan 31, 2020 - 11:59 PM	HIGH	
Michelle McKown	Selections Choices: Upload from Mtg	Fri, Jan 31, 2020 - 11:59 PM	HIGH	
Michelle McKown, Pam James	Send Selections Sheet to Pam	Fri, Jan 31, 2020 - 11:59 PM		
Michelle McKown	Cab Elevations to Instl/Suppl: Send	Mon, Feb 03, 2020 - 11:59 PM	HIGH	
Michelle McKown	Change Orders: Start of Job	Thu, Feb 13, 2020 - 8:00 AM	HIGH	
Michelle McKown	Cabinet RFQ: Send	Tue, Feb 18, 2020 - 11:59 PM	HIGHEST	
Michelle McKown	Counter Top RFQ: Send	Tue, Feb 18, 2020 - 11:59 PM	LOW	

Charlie Blair	Update Sched: Weekly	Fri, Feb 21, 2020	HIGH	
Charlie Blair, ProSource	Carpet, LVT, Tile - Measure	Mon, Feb 24, 2020 - 11:59 PM	HIGH	
Charlie Blair	Drywall Review and Approve Quote	Wed, Feb 26, 2020 - 11:59 PM	HIGH	
Charlie Blair	Insulation Review and Approve Quote: Release to Install	Wed, Feb 26, 2020 - 11:59 PM	HIGH	
Michelle McKown	Load Selections from Measure; Rvw Labor	Thu, Feb 27, 2020 - 11:59 PM	HIGH	<ul style="list-style-type: none"> <li>• Check measuring diagram for accuracy •</li> <li>Upload each Selection Choice • Upload Measurement Diagram</li> </ul>
Michelle McKown	Selections: Release to Order: Upload Quote	Tue, Mar 03, 2020 - 11:59 PM	HIGH	
Michelle McKown	QUOTES: Email to AP10	Tue, Mar 03, 2020 - 11:59 PM		<ul style="list-style-type: none"> <li>• Drywall Quote • Insulation Quote •</li> <li>Cabinet Quote • Countertop quote •</li> <li>Flooring materials quote • Flooring Installation Quote</li> </ul>
Michelle McKown	Faucet & Sink Info to Rocktops (Owner Furnished)	Thu, Mar 05, 2020 - 11:59 PM		
Michelle McKown	Cabinets: Release to Production	Fri, Mar 06, 2020 - 11:59 PM	HIGH	
Michelle McKown	Selections: Rvw Order Status	Tue, Mar 10, 2020 - 11:59 PM	HIGH	
Bob Perry, Charlie Blair	Paint: provide Adjusted Budget	Tue, Mar 10, 2020 - 11:59 PM		
Bob Perry, Charlie Blair	Trim Approved	Thu, Mar 12, 2020 - 11:59 PM		
Bob Perry, Michelle McKown, Owner	Home Owner Furnished Items on-site & inspected	Thu, Apr 02, 2020 - 11:59 PM		
Michelle McKown	Countertops: Release to Production	Mon, Apr 06, 2020 - 11:59 PM	HIGH	

Michelle McKown	Approve Shower Door	Thu, Apr 09, 2020 - 11:59 PM		
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