

Project Plan: Sanctuary Stage and Carpet

Core Team												
#	Timing	Cost Estimate	Status	Core Team						Tasks	Additional Comments	
				Glenn H.	Chris (or Jon)	Mary H	John A	Ryan G	Dawn			Other(s)
				Lead is bold X (x for helpers)								
1		\$0	Complete		X						Electrical & HVAC	
1a	8/17		Complete		X						Review completed and confirmed no major Electrical or HVAC concerns	
2		\$11,000									Proposal	
2a	8/24		Complete	x	x	x	x	x	X		Develop Project Plan	
2b	9/5	\$1,000							X		Add 10% contingency	
2c	8/25		Delete				x		X		Get name of John's stage builder (needs to go to Chris)	
2d	8/25		Delete				x		X		Distribute stage specs (needed all core team)	
2e	8/26		NEW	x	x	x	x	x	X		Find a contractor for the stage build and develop specs	
2f	9/5		WIP	x	x	x	x	x	X		Complete all estimates and final specs/design	
2g	9/11			x	x				X		Jon W update and approval to move forward	
2h	9/11								X		Secure approval from Finance Committee	
2i	9/15			x	x	x	x	x	x	X Jon	Secure approval from Council	
2j	on-going								X		Manage/update/communicate project plan through completion	
3		\$0									Brick pulpit/wall removal	Per Glen no permit is needed
3a				x					X		Send out "inform" to Council (or cover during Council project approval depending on timing of brick removal)	
3b				X							Determine timing based on Stage Installation date	
3c				X			x			Lynette	Remove any needed band equipment for brick removal (any cabling disconnection needed?) - Glenn will determine if any equipment needs to be moved and communicate to John/Lynette	
3d				X			x	x			Glenn will lead and get volunteer support (John and Ryan will help)	
3e				X			x			Lynette	Replace any moved band equipment (cabling reconnected if needed)	
4		\$0									Align with Band on Stage design/specs and timing	
4a	9/3			X						Lynette, Fred	Meeting to align on Specs/timing of band equip move/cabling needs (this should include stage layout for equipment, how many and where the "cable trap doors" will be placed, etc)	
4b	9/3			X							Communicate to core team the decision on best way to hid cables, placement of "cable trap doors" and final stage layout plan	
5											Stage Installation	
5a	9/8				X		x				Secure builder: timing and cost (including installation & cabling decision) - understand if permit is needed (may change our timing?)	
5b					x		X			All Band?	Remove band equipment and disconnect cabling	
5c					X						Install stage	
5d					x		X			All Band?	Replace all band equipment and cabling reconnected	
6											Carpet Installation	
6a	8/21		Complete			X	x	x			John, Ryan, and Mary to meet on 8/21	
6b			WIP			X					Cost quotes for commercial grade carpet	
6c	9/8	\$10,000	WIP			X	x	x			Select vendor and align on cost and timing	
6d						X				Worship?	What prep is needed for the installation?	
6e						X					Install Carpet	

9/6/20

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				Glenn H.	Chris (or Jon)	Mary H.	John A.	Ryan G.	Dawn	Other(s)	
6f					X				Worship?	Prep for worship	
7		\$0								Install Shiplap (with short lip) and window bar(s)	
7a				X						Install shiplap (includes getting materials, etc)	
7b				X						Install window bar(s) (includes materials and making as needed)	