

TASK #3: PROJECT ADMINISTRATION

- a) GMC will assign a single person to serve as GMC Project Manager (“GMC Project Manager”).
- b) The County will hold a project kick-off meeting no more than two (2) weeks after issuance of the Notice to Proceed. The kick-off meeting will be held at a date and time satisfactory to both Parties. The purpose of the project kick-off meeting is to:
 - 1) introduce both teams,
 - 2) understand the project background,
 - 3) understand the expected quality of deliverables,
 - 4) understand what needs to be done, and
 - 5) agree on how both teams can work together effectively.
- c) The GMC Project Manager is responsible for overall project management necessary to ensure the satisfactory completion of the Project, on-time, and in accordance with the Scope of Services.
- d) GMC will prepare and maintain a project schedule, indicating the time frame for the Project. At a minimum the project schedule must include:
 - 1) dates for all deliverables,
 - 2) activity start and completion dates, and
 - 3) milestones important to maintaining the project schedule.
- e) GMC will submit a monthly invoice to the County supported by a monthly progress report.

Task #3 Project Administration Deliverables:

- a) Project Schedule
- b) Monthly Progress Reports
- c) Monthly invoices with supportive information to account for the invoices