

Building Project-Linear Responsibility Charts

[with Typical Tasks listed by Project Phase]

As a contribution to Building Practice Guidelines, these Linear Responsibility Chart (BP-LRC) templates list the typical tasks involved in a building project according to its phase or stage. Each entry recommends who should take the lead and who else should be providing significant support for each task. The tasks should be modified or augmented to suit the particular project and the needs of its participants.

In a well developed team, all will participate to some degree. Nevertheless, on a project it is essential to identify who will be accountable for initiating, conducting and concluding each and every task.

The charts illustrate how:

1. Every task can be identified and assigned to a single point responsibility
2. The project can and should be divided into phases and stages, each separated by a financial 'control gate' or decision point for control purposes
3. This process builds on the standard project management generic life cycle, and
4. Project management can and should be distinguished from the technical management of the project.

It is worth noting that experience shows that any omissions or errors of judgment in one phase can cost an order of magnitude higher (i.e. approximately ten times) to conduct or rectify in each succeeding phase. This is due to the likely need to suspend, back track and rework other activities that would normally follow.

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