

Project Manager Initial Call Script

Discussion Points:

- Introduction to the USGS point of contact person**

- Discuss an overview of the restoration project**
 - o **What makes this project unique or interesting**
 - o **Any challenges that PM believes may arise during data gathering stage (i.e., contractor no longer in business, etc.)**
 - o **Were there any phases of the project: planning, implementation, monitoring?**

- Lay out the process for the case study**
 - o **Project summary survey**
 - The project summary will ask basic classifying questions about the project as well as questions about total project cost, project phases, project duration, and contact information for the contractors that have worked on the project.
 - o **Expenditure worksheet**
 - Needs to be completed by the PM and by the contractors
 - Worksheet will ask questions regarding:
 - Total expenditures for labor, non-labor and contracting
 - Cost of equipment rental, maintenance and repair, materials, travel and administration
 - Specific travel costs
 - Specific materials costs
 - o **Contractors – How many are there for the project?**
 - May need to discuss the nature of contractors (what was the basic structure of the project?)

- I will send you an email detailing all of the information we have discussed today and a link to the project manager survey.**

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