

PROJECT DESIGN GUIDES	RFI TRACKER
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PROJECT DESIGN GUIDE RFI TRACKER

Project Name:	Project No.:	Date:
NAME	NUMBER	DATE

SPECIFIC NOTES (relating to any particular project specific matters)

V02 to be used as a stand alone tool or inserted into the Dashboard.
 Password: **RFI**

RFI's

Project & No.:

Client/Consultant doc no.:

Design Manager:

Approver:

Date:

Process:

- 1 Communication channels to be defined - (weekly portal upload or email for urgent issues)
- 2 Answers are to be reviewed by the Lead Designer and Design Manager.
- 3 Any documents referred to in the answer are to be clearly referenced and uploaded to portal.
- 4 Decide if the DM/Contractor team is to sanitise Consultant and subcontractor RFI's before issue to client. It may be best to record these on a separate tracker.
- 5 The standard time period for answering is set as 14 days (10 working days) unless indicated otherwise due to urgency.
- 6 Only satisfactory answers to be recorded as closed out.

Key:

- ? - Architect
- ? - Structural Eng
- ? - Building Services
- ? - Landscape

Key:

PN - Persons Name

RFI Log ref:	Originator RFI ref:	Originator	Title / Description	To be Answer by	Progress & Comments	Code	RFI issued	RFI answer required by	Answer received	Sub RISK
RFI001					TEST DATES	2	01/01/2015	15/01/2015	16/02/2015	32
					RFI's Closed out					
RFI002					TEST DATES	1	01/01/2015	15/01/2015	14/01/2015	-1
					RFI's Awaiting (full) Answer					
RFI003							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI004							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI005							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI006							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI007							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI008							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI009							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					

Question	Answer
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:

RFI Log ref:	Originator RFI ref:	Originator	Title / Description	To be Answer by	Progress & Comments	Code	14		Sub RISK	
							RFI issued	RFI answer required by		
RFI010							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI011							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI012							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI013							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI014							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI015							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI016							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI017							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI018							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI019							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI020							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI021							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI022							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					
RFI023							16/02/2015	02/03/2015	16/02/2015	-14
					#N/A					

REVIEW & COMMENT

Question	Answer
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:
Name: DM / PM	Approvers Name:

RFI Log ref:	Originator RFI ref:	Originator	Title / Description	To be Answer by	Progress & Comments	Code	RFI issued	RFI answer required by	Answer received	Sub RISK
RFI024					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI025					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI026					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI027					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
RFI028					#N/A		16/02/2015	02/03/2015	16/02/2015	-14
Insert new lines above this one and copy formula's down including hidden columns M & N.										

Question	Answer
Name: DM / PM Approvers Name:	
Name: DM / PM Approvers Name:	
Name: DM / PM Approvers Name:	
Name: DM / PM Approvers Name:	
Name: DM / PM Approvers Name:	

DISTRIBUTION:

TOTAL RFI's issued	2
RFI's Awaiting (full) Answer	1
RFI's Closed out	1
EWN's REQUIRED	0
RFI's Closed out Late	1
RFI's Cancelled / Superseded	0
% CLOSED OUT	50%

Place a '1' in the Code column.
 Place a '2' in the Code column.
 Place a '3' in the Code column.
 Place a '5' in the Code column.

Notes:
 Password to 'Unprotect' sheet - **RFI**