

## **CASE Tool 4-6: Project Team Coordination and Prioritization Log**

### **ABSTRACT**

Project planning and coordination are crucial to reducing your firm's risk and to avoiding claims. One major facet of project planning is organizing coordination items and prioritizing when you need that information in order to complete your work. The CASE Tool 4-6: Project Team Coordination and Prioritization Log provides a simple to use and easy to manipulate spreadsheet-based tool for coordinating project information required to complete the structural design with the other project team members. The Spreadsheet has some generic sample coordination items that would be individualized for each project.