

New Branch Project Log

Report date:

Next meeting date:

Estimated completion date:

Grand opening date:

Category	Project	Assignment Due Date	Complete	Internal Resp	External Resp	Comments
Exec	Select and purchase property					
Exec	Select architect					
Exec	Environmental and historical issues					
Mktg	Publication of filing					
Exec	Submit OCC application					
Fac	Brick - select					
Fac	Check stand design					
Fac	Roof - select					
Ops	Add branch to GL					
Mktg	Press release					
Mktg	Request drive-up mailbox					
Pers	Recommendation on teller staffing					
Fac	Space for storage – built-in shelves					
Exec	Determine product offering					
Mktg	Groudbreaking ceremony					
Mktg	Sign permit for coming soon sign					
Mktg	Signage - coming soon					
Fac	SDB vault					
Fac	Finalize floor plan					
Ops	Create list of potential vendors					
Util	Dumpster location - select					
Ops	Teller undercounter design					
Fac	Recommendation on teller equipment and supply needs					
Exec	Execute construction agreement					
Fac	Obtain building permit					
Fac	Select carpet, tile, linoleum, grout, baseboard					
Fac	Select interior paint colors					
Exec	Cable tv - order					
Ops	Drive in equip - order					
Fac	Drive in window - order					
Fac	Night drop - order					
Ops	Telephone and CAT 5 wiring – order Pre-wire					
Fac	Cash vault and SDB vault - order					
Fac	Layout - overall layout of all equip					
Fac	Cable – Pre wire					
Fac	Landscaping and sprinkler system					

Exec	Rezoning					
Exec	Utility easement					
Fac	Layout - computer and electrical needs					
Ops	Phone system					
Ops	Remote access					
Exec	Site Property Insurance					
Exec	Valuation of all Insurances					
Ops	Create supply list					
Furn	Furniture layout					
Furn	Furniture - order					
Ops	Security and sprinkler system - order					
Fac	Assign phone #s to all areas					
Fac	Request soda machine					
Ops	Fax					
Fac	Windows - blinds/treatments					
Fac	Parking layout, striping, directional paint					
Ops	Photocopier					
Fac	American flag - order					
Fac	Privacy Fence					
Fac	Copper line in break room for coffee maker					
Ops	Create staff key/code list					
Exec	Personnel - hire and train add't staff					
Fac	Purchase tv for breakroom					
Exec	Smoking location - select					
Exec	Teller Cameras					
Fac	Order shelving for files, supplies, etc.					
Fac	Art for offices - purchase					
Fac	Request coffee maker					
Fac	Stanchions - order					
Util	Set up utilities					
Exec	Shredding/recycling plan					
Exec	Determine mail/work runs					
Fac	Plants - purchase					
Fac	Make arrangements for waste disposal					
Fac	Post office notify re: mail delivery					
Fac	Fire proof file cabinets					
Ops	PCs - purchase additional					
HR	Purchase required HR signs for breakroom					
Ops	Telephone and CAT 5 wiring - install					
Fac	Cleaning contract - rebid					

Ops	Cash counter - purchase 1					
Exec	Make changes to fixed assets insurance					
Ops	Network printer for tellers -purchase					
Ops	Protectograph - order 1					
Ops	Sharp teller machines					
Ops	Prepare supplies for move					
Ops	Computer networking, hookups					
Ops	Hook up computers					
Fac	Intensive cleaning before move in					
Ops	Test all systems					
Fac	Art for offices - install					
Mktg	Create CRA file for branch					
Fac	Deliver furniture					
Fac	Final inspection					
Furn	Breakroom furnishings - install					
Fac	Keys - issue to staff					
Fac	Employees set up offices					
Fac	Intensive cleaning - after move in					
Ops	Security - install					
Fac	Security codes - doors, teller, vault, records vaults					
Exec	Security for moving cash					
Ops	Teller undercounter - issue keys to tellers					
Fac	Load and move all office supplies					
Ops	Balance cash and move					