

PROFESSIONAL DEVELOPMENT SUMMARY CHART

ASSOCIATE'S NAME:
PDP START DATE:

ADVISOR:
LENGTH OF PDP:

REPORTS												
ACTIVITIES ↓ →	1	2	3	4	5	6	7	8	9	10	11	12
1.0 DESIGN DEVELOPMENT												
1.1 Site Inventory												
1.2 Site Analysis												
1.3 Concept Sketches												
1.4 Preliminary Design Drawings												
1.5 Preliminary Cost Estimates												
1.6 Presentation Drawings												
1.7 Master Planning												
1.8 Feasibility Studies												
1.9 Report Writing												
2.0 DESIGN												
2.1 Grading and Drainage												
2.2 Planting												
2.3 Landscape Structures/Features												
3.0 CONTRACT DOCUMENT												
3.1 Working Drawings Preparation												
3.1.1 Grading and Drainage												
3.1.2 Layout												
3.1.3 Planting												
3.1.4 Details												
3.2 Specification Writing												
3.3 Cost Estimating												
3.4 Preparation of Tender Forms												
3.5 Tender Evaluation & Contact Award												
4.0 CONTRACT ADMINISTRATION												
4.1 Site Meetings/Reports												
4.2 Site Inspections/Reports												
4.3 Site Instructions/Change Orders												
4.4 Certificate of Payment												
5.0 OFFICE PROCEDURE												
5.1 Fee Calculation												
5.2 Proposal Preparation												
5.3 Meetings/Client Contact												
5.4 Correspondence												
6.0 OTHER												

Experience Level: 1-High
2-Med
3-Low
4-None