

**Example - Tenant Representation Project Timeline**

	<b>Activity</b>	<b>Time (days)</b>	<b>Elapsed Time</b>	<b>Date</b>
1	Select project team	↓		
2	Define Client's objectives	↓		
3	Space programming analysis	15	15	15-Aug
4	Prepare survey of available properties	↓		
5	Qualify and review properties	↓		
6	Initial property tours with Client	15	30	31-Aug
7	Short list properties – Issue Requests for Proposal (RFP)	↓		
8	Client begins planning process - move, furniture, phones / IT	↓		
9	"Test fit" space layouts for short list properties	30	60	30-Sep
10	Evaluate lease proposals (qualitative & quantitative analysis)	↓		
11	Revise "test fit" layouts, as necessary	↓		
12	Follow-up property tours with key Client personnel	↓		
13	Client selects 1st and 2nd choice properties	15	75	15-Oct
14	Lease counter-proposals to selected properties	↓		
15	Finalize "test fits" and space planning changes	↓		
16	Select property	↓		
17	Negotiate non-binding Letter of Intent (LOI) to lease	30	105	15-Nov
18	Lease review and negotiation - verify LOI business terms	↓		
19	Execute binding Lease Agreement	30	135	15-Dec
20	Landlord prepares construction drawings (assumes turn-key)	↓		
21	Client review and approval of construction drawings	↓		
22	Client moving / relocation plan	↓		
23	Client furniture plan and budget	↓		
24	Client phone / data / IT plan and budget	↓		
25	Landlord obtains contractor bids and building permits	30	165	15-Jan
26	Landlord constructs improvements	↓		
27	Client installations (phone and data wiring, furniture, etc.)	60	225	15-Mar
28	Landlord obtains 'Certificate of Occupancy' for premises	↓		
29	Settle punch list items	↓		
30	Client move-in and occupancy	15	240	31-Mar