



Checklist: Bridging the Gap

Early Collaboration

- Schedule joint kickoff meetings
- Include operations staff in design reviews
- _____

Cross-Functional Teams

- Assign leads from both teams
- Share responsibilities and decision-making
- _____

Joint Training & Workshops

- Host regular cross-team workshops
- Use real project examples for context
- _____

Clear Communication Channels

- Set up weekly check-ins
- Use collaborative tools for updates
- _____

Shared Goals & Metrics

- Define KPIs for both construction and operations
- Align milestones with operational needs
- _____

Phased Turnovers

- Plan gradual handovers
- Conduct joint walkthroughs
- _____

Documentation & Knowledge Transfer

- Create user-friendly guides
- Schedule training before closeout
- _____

Post-Occupancy Evaluations

- Conduct surveys and interviews
- Document lessons learned
- _____