

Protrac Checklist

NOTE- It is important to update Protrac throughout the lifecycle of the project. Both preconstruction and marketing use this historical data when benchmarking pricing on similar future projects.

- **Update current/ final value monthly**
- **Update start date**
- **Update project completion date**
- **Make sure that the detailed marketing description is in fact, detailed. It can include:**
 - **Anything that is unique about the job (i.e- finishes, design, building)**
 - **Anything that is challenging about the job (i.e- site logistics)**
 - **Types of spaces**
 - **Unique aspects to highlight the project**

***NOTE-** This box is not limited on space. It will get bigger with more text. The more detail for marketing, the better.