Project Manager Glossary

Back Charge - Billing a subcontractor for cost incurred due to their negligence **Bid** - A formal offer from the contractor with the price to complete the project or a phase of the project based on the given specifications. **Change Order** - A document which modifies the original specifications and the associated cost to construct the new changes. **Design-Build** - A delivery method where the design and building will be contractually through one entity. **Estimate** - The summation of costs for labor, material and other costs associated with completing the project. **Fast Track** - Scheduling technique associated with design-build in which the contractor can begin the pre-construction process before the design is fully completed.	**JHA** - Job Hazard Report is a written report about activities and tasks before they happen that analyses potential hazards and safety precautions. **Lean Construction** - A full circle approach to improving building quality and minimizing environmental impact. **Permit** - Authorization from a government body to perform a building process. **Quantity Takeoff** - A measurement of the material needed to complete a project. **RFI** - A request for information is sent to suppliers to gather information about what they can offer. **Subcontractor** - A company that does a portion of work for another company's larger project.