Production milestone overview

Who is present at each meeting?

Team-only milestones
Some production milestones are intended specifically for our team members. These meetings provide an opportunity for them to focus on the current project and make sure all the details are considered.

Homeowner milestones
Production milestones that include homeowners can help communicate the progress of the project, selection deadlines and any changes that may need to be made along the way. These meetings can also include project managers, interior designers, etc.

What location is best?

While it's a perk to have meetings onsite where you can review selections and track progress, there are certain milestones that are easier to have in the office. Weather, time of day, length of meeting, distance to home site and number of participants can all affect the decision for location.

Milestone types

The intent for these milestones is not to solely focus on phases like breaking ground or framing, but also to achieve larger goals like meeting deadlines.

Here is a list of milestones used by Milback Custom Homes for your new home:

- **Pre-construction**
- **Groundbreaking**
- **Production introduction**
- **Foundation**
- **Home markup**
- **Framing**
- **Electrical**
- **Exterior concrete**
- **Tile and trim**
- **Paint**
- **Close out**
- **Punch walk**
- **New home orientation / Set move-in date**

Held in office   **Onsite meeting**   **Internal team only**

Pre-construction
This is an opportunity for your internal team to introduce the custom details of the home to the production team.

Groundbreaking
This is when you establish the start date of the new home. During this time, you'll also review the home survey in preparation for excavation.

Production introduction
The purpose of this meeting is to develop a relationship between homeowners and the project manager. Expectations for the build experience should be set during this time. It should be held one to two weeks after breaking ground.

Foundation
This meeting takes place after back fill and rough grade is established and before framing. It will help set expectations for how the exterior grade will finish.

Home markup
In this phase, pre-construction staff as well as the project manager will meet at the home to make markups and display finish details throughout. This will help communicate the correct locations and layouts for custom details to all rough-in trades.

Framing
This meeting will involve the project manager, interior designer and homeowners and will take place after the home markup milestone. The purpose is to review and discuss the framed home, custom details and other important trim details.

Electrical
This meeting will involve the project manager, interior designer and homeowners and takes place before electrical rough-in starts. The focus will be light switch locations, electrical add-ons and interior paint colors.

Tile and trim
This meeting involves the project manager and homeowners and will be held after the drywall is complete. This is where you'll review tile and trim layouts and selections.

Pre-insulation
The pre-construction staff as well as the project manager will meet at the home to double check all the details before the home is drywalled.

Paint
This meeting involves the project manager, interior designer and homeowners and will be held after tile and trim finish are complete. This is when you'll review approved paint selections.

Close out
This meeting involves the project manager, warranty manager and homeowners with the purpose of reviewing closing expectations and procedures.

Punch walk
This onsite meeting will take place once the home is almost complete. The internal team will review the entire home and put together a punch list.

New home orientation / Set move-in date
This meeting involves the project manager, warranty manager and homeowners and will be held one week before closing. This will give the homeowners the opportunity to define a punch list and review the home orientation and warranty process.
A move-in date will be set four weeks after the punch list walkthrough milestone.

MILESTONE	GOAL DATE	ACTUAL DATE	LOCATION	ATTENDEES	NOTES
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____