



ANNING JOHNSON COMPANY

Client Company: _____

Surveyed By: _____ Job: _____

Survey Date: _____

Client Name/Title: _____

Project Management Post-Job Survey

Rating Scale:
 1= Far below expectations 2= Somewhat below expectations 3= Meet expectations
 4= Exceed expectations 5= Far above expectations

Performance:	Circle rating choice below					Rank top 3 most important questions 1 = most important
Professionalism	5	4	3	2	1	_____
Project Manager technical knowledge (knowledge of product/methods/materials)	5	4	3	2	1	_____
RFI (complete and timely)	5	4	3	2	1	_____
Submittals	5	4	3	2	1	_____
Risk Management/Value Engineering (identify potential issues, offer solutions)	5	4	3	2	1	_____
Understand Contract Requirements	5	4	3	2	1	_____
Responsiveness (handle issues, cost related or not, in a timely manner)	5	4	3	2	1	_____
Teamwork/Cooperation (with Contractor/Architect)	5	4	3	2	1	_____
Closeout documents (timely, accurate, complete)	5	4	3	2	1	_____

Comments: _____

Extra Work/Change Orders Process:

Detail	5	4	3	2	1	_____
Timely	5	4	3	2	1	_____
Fairness (provide adequate explanations and backup for pricing)	5	4	3	2	1	_____

Comments: _____

Project Management continued

Communication:

Verbal (on-site visits, phone)	5	4	3	2	1	_____
Written	5	4	3	2	1	_____
Project Manager check-in (touch base about our progress and performance with appropriate frequency - enough, too much, not enough)	5	4	3	2	1	_____

Comments: _____

Overall in comparison to our competitors: 5 4 3 2 1

5= Best in class 4=Above competition 3=Industry average 2=Below competition 1=far below competition

Comments: _____

What can we do to set us apart from our competition? _____

How did our field do from your perspective as a Project Manager? _____

Is there anything else we should be asking? _____



ANNING JOHNSON COMPANY

Client Company: _____

Surveyed By: _____ Job: _____

Survey Date: _____

Client Name/Title: _____

Field Post-Job Survey

Rating Scale:
 1= Far below expectations 2= Somewhat below expectations 3= Meet expectations
 4= Exceed expectations 5= Far above expectations

Rank top
3 most important questions
1 = most important

Performance:	Circle rating choice below					
Provided accurate input into schedule	5	4	3	2	1	_____
Met schedule	5	4	3	2	1	_____
Maintained adequate manpower	5	4	3	2	1	_____
Foreman technical knowledge (knowledge of job/methods/materials)	5	4	3	2	1	_____
Superintendent technical knowledge (knowledge job/methods/materials)	5	4	3	2	1	_____
Foreman knowledge of scope/plans/spec	5	4	3	2	1	_____
Superintendent knowledge of scope/plans/spec	5	4	3	2	1	_____
Changes in work (notification & timeliness of performance)	5	4	3	2	1	_____
Responsiveness (follow through on work items)	5	4	3	2	1	_____
Coordination with other trades	5	4	3	2	1	_____
Cooperation/Teamwork (with Contractor/Architect)	5	4	3	2	1	_____
Professionalism	5	4	3	2	1	_____
Risk management (identify potential issues, offer solutions)	5	4	3	2	1	_____
Material delivery & stocking	5	4	3	2	1	_____
Addressed punch list	5	4	3	2	1	_____

Comments: _____

Field continued

Trade(s) Performed _____

Quality of work	5	4	3	2	1	
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Comments: _____

Safety:

Clean up (timely & complete)	5	4	3	2	1	_____
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Risk management (ability to resolve unsafe conditions & practices)	5	4	3	2	1	_____
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Met with job site safety requirements	5	4	3	2	1	_____
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Safe work practices (wear P.P.E, safe behavior, provide proper equipment)	5	4	3	2	1	_____
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Fall Protection	5	4	3	2	1	_____
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Safety meetings (attendance & participation)	5	4	3	2	1	_____
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Safety Pre-plan (preplan meeting with GC)	5	4	3	2	1	_____
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Scaffolds/lifts (proper set up)	5	4	3	2	1	_____
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MSDS-Hazard communication	5	4	3	2	1	_____
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Comments: _____

Communication:

Verbal	5	4	3	2	1	_____
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Written (Daily Report, Field Memo, etc.)	5	4	3	2	1	_____
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Meeting attendance & participation	5	4	3	2	1	_____
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Comments: _____

Overall in comparison to our competitors:	5	4	3	2	1
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5= Best in class	4=Above competition	3=Industry average	2=Below competition	1=far below competition
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Comments: _____



ANNING JOHNSON COMPANY

Client Company: _____

Surveyed By: _____ Job: _____

Survey Date: _____

Client Name/Title: _____

Administration Post-Job Survey

Rating Scale:		
1= Far below expectations	2= Somewhat below expectations	3= Meet expectations
4= Exceed expectations	5= Far above expectations	

Rank top
3 most important questions
1 = most important

Office:

Circle rating choice below

Communication (routing of calls & the ability to get the right person in a timely manner)	5	4	3	2	1	_____
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Professionalism	5	4	3	2	1	_____
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Comments: _____

Billing:

Accuracy	5	4	3	2	1	_____
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Timeliness	5	4	3	2	1	_____
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Compliance (with billing procedure)	5	4	3	2	1	_____
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Responsiveness (to requests for documentation or information)	5	4	3	2	1	_____
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Comments: _____

Closeout Documentation:

Timely	5	4	3	2	1	_____
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Accuracy/Completeness	5	4	3	2	1	_____
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Comments: _____

Administration continued

Overall in comparison to our competitors:

5 4 3 2 1

5= Best in class	4=Above competition	3=Industry average	2=Below competition	1=far below competition
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Comments:

Is there anything else we should be asking?
