

Project Coordination

Starting at \$450 per project

For one defined, time-bounded project requiring practical organization and follow-through.

What is included

- Agree objective, owner, milestones and stakeholders
- Create task and milestone tracker
- Coordinate an agreed number of meetings, vendors or logistics contacts
- Flag dependencies and outstanding decisions
- Provide status updates and closeout

Expected deliverables

- Milestone plan
- Action/owner/contact tracker
- Status updates and closeout summary

How the engagement works

Proposal sets project duration, estimated hours, stakeholder/vendor limits and reporting cadence. Tracking may use Excel, shared spreadsheets, checklists, calendars or an agreed existing platform; specialized project-management software is not presumed.

Not included without separate agreement

Complex or multi-phase projects, on-site execution, specialized software setup and event-day management require custom pricing.

Standard terms

Package prices exclude travel time, mileage, parking, tolls, third-party purchases and vendor charges. When applicable, travel time is quoted individually and approved in advance; approved mileage is billed at the IRS standard business mileage rate in effect on the travel date. Additional approved service hours are \$85/hour. Routine requests are acknowledged within one business day during agreed service hours (not guaranteed completed within that time). Scheduled appointments require at least 24 hours' notice to cancel or reschedule; any applicable late-change charges must be agreed in writing. One reasonable consolidated revision round is included for defined project deliverables. AKOMA researches potential vendors using publicly available information and client requirements but does not guarantee independent contractors' work, availability, or results; clients make final selections and authorize spending.

Request a complimentary 20-minute discovery call: contact@akomaoffice.com