

PROJECT CLOSEOUT DOCUMENTATION CHECK LIST HOW TO

1. PERFORMANCE REALIZATION EVALUATION

Purpose

One of Physical Resources Service's objectives is to evaluate the projects as part of the University's strategic plan. This evaluation aims to:

- assess our efficiency in terms of performance indicators
- discover our strengths and weaknesses and carry out improvements if need be
- respond properly in cases of client dissatisfaction
- improve our delivery methods and the selection of consultants/contractors

Contents

Included in the evaluation form are the following items:

- Scope change
- Budget objectives
- Schedule objectives
- Client satisfaction
- Contractors' performance
- Consultants' performance
- Health and safety
- Physical Resources Feedback from Service

Roles and Responsibilities

Upon Project Closeout, a meeting between the client and the PL will be scheduled by the PM.

The Project Manager shall provide PRS accounting sector with final report validation (see Section 3, Administrative Documentation) prior to do the Performance Evaluation (Section 1).

It is the appointed Project Manager's responsibility to ensure that all sections (to be filled by the PM and others) have been addressed.

Global evaluation

The global evaluation of the project delivery quality is based on the five following items:

budget	20 %
schedule	20 %
Leader's feedback	20 %
client satisfaction	30 %
<u>health and safety</u>	<u>10 %</u>
Total	100 %

Compilation and use of the results

Results compilation will be done by the accounting sector and will provide us with a multitude of useful data, e.g. success versus delivery methods, success versus amount of time, success versus selected consultants, etc.

We will be able to compare projects with one another and thus see the evolution of our methods through time as well as offer a better service to our clients in the future.

Reference: Project Realization Evaluation – How to

2. RECORD DOCUMENTS (TECHNICAL):

All documentation (except designated substances documents) defined in the contract documents to be transmitted to Physical Resources Service, Engineering Sector, reviewed as all received. The designated substances documents are transmitted to the Environmental Health and Safety Officer (EHSO).

3. ADMINISTRATION DOCUMENTATION:

Encumbrances (Work orders, Purchase orders) Completion Verification/Validation

Purpose

The project manager ensures that all work orders (original and all change orders), purchase orders (original and all change orders), and all other expenses have been addressed and all work is complete and payable.

This will allow all remaining invoices to be paid without further questioning.

Roles and Responsibilities

The project manager issues all work orders and purchase orders.

The project manager request's the project report from PRS-PA identifying that he/she is preparing to close-out the project and that he/she is cleaning up all remaining encumbrance issues.

Once received the PM must analyse all entries in the work order page under the column "unpaid" and address each amount.

Work orders: 4001WO#### The project manager prepares credit work orders for the balance of work orders never to be executed (i.e.: contingency for disbursements)
The project manager prepares a "memorandum of approval of contract" form for each work order complete that is not 100% paid.
All credit work orders and memorandums are sent to PRS-PA.

The project manager prepares a memorandum for the project leader to approve a 100% of the PM's own contract.

Purchase orders: 4001PO#### If the purchase order is 100% complete and an unpaid amount is showing in the report, the project manager must inquire with O+MCR "why" the PO is not 100% paid. If O+MCR answers that some items within the purchase order are still left to pay the PM must prepare a memorandum and send it to O+MCR and copy PRS-PA.

If the purchase order is 100% complete and O+MCR answers that all the items are paid, the PM must forward this email to PRS-PA identifying to cancel the remaining unpaid balance in the project.

Other entries: If an unpaid amount is not an above type of encumbrance, email PRS-PA to cancel the remaining balance or send a memorandum approving the future payment of the unpaid amount.

Validate: Project manager requests PRS-PA to validate that all encumbrances have been addressed.
Once PRS-PA completes the verification that all outstanding encumbrances have been addressed, she will send an email to the PM validating "that all encumbrances have been addressed"
The PM will use the PRS-PA email as the validation and attach a copy to the project completion form.

Final Report Validation

Purpose

The project manager ensures that the project report is complete and accurate since it will be used to prepare the "FINAL BRIEF MODIFIER"

The PRS-PA can only finalize and close a project once the final brief modifier is sent by the PM.

Roles and Responsibilities

At the 2nd to last project report submitted to PRS, the PM must identify that the next time the PM will submit the final report. PRS-PA will update the report accordingly and ensure that all outstanding encumbrances are identified.

Once the task of encumbrances validation is obtained by PRS-PA, the PM can proceed with the preparation of the final project report.

The PM request's the last report from PRS-PA. PRS-PA submits to the PM the latest report.

The PM revises the estimate to equal the encumbrances and prepares a final project modifier to reflect the revised project cost.

Certificate of Substantial Performance (as per Lien Act)

Purpose

To ensure that warranty period used is the correct start date (ie: date of substantial performance certificate).

To ensure that projects are closed within a reasonable time frame.

The substantial performance certificate will be used to benchmark the closeout period of projects.

For Federal, Provincial governments and University audit purposes.

Roles and Responsibilities

This project task is required for each General Contractor of each project.

The certificate is to be produced by the Architect of the project or the PM if no architect is hired.

The PM sends a copy of the certificate to PRS-PA.

She will save the certificate in G:\PROJECTS\ and will identify the date within the payment report for the work order.

Occupancy Permit

Purpose

To ensure that project accounting has documentation proof required for financial audit purpose.

For Federal, Provincial governments and University loan purposes. This task is required only if Building Permit was issued by the City of Ottawa.

Roles and Responsibilities

The PM sends a copy of the occupancy permit to PRS-PA by e-mail.

PRS-PA will save the permit in G:\PROJECTS\ and identify the date within the payment report. The PM will use the email sent to PRS-PA as the validation and attach a copy to the project completion form.

Project Closeout Modifier

Purpose

This form should be done only when all cost implications have been considered since it is the final agreement with the client relating to cost.

Roles and Responsibilities

PM prepares "Project Closeout Modifier" in budget change section and notes that "Client funds will be adjusted to reflect project cost once final review is completed".

The PM sends it to the PL for signature and copie's the PE, PC, PA and client.

4. HANDOVER MATERIAL:

All specified material to be handed over to the specific Operation crews.

5. EXCEPTIONS:

Any documentation that would not be submitted (not required, not complete or to be submitted later) is to be listed by the PM and anotaded with the proper follow-up actions.

Those exceptions need to be accepted by the PL.

Once the Project Manager completes all check list tasks, he/she must submit the check list to the Project Leader for approval.