1. **Purpose**

To standardize and streamline the process for administrative closeout of projects.

1. **Scope**

This procedure applies to **Projects Team** to for all the projects.

1. **Procedure**

**Prerequisite to Closeout is the reviewing the following:**

|  |  |
| --- | --- |
| 1. Completion of Pending Defects Rectification Works
 | *Yes or No?* |
| 1. Capturing Client feedback
 | *Yes or No?* |
| 1. Formal DLP Letter Acknowledgment by Main Contractor
 | *Yes or No?* |
| 1. Submission of all pending Certificates and Contractor and/or Consultant Reports
 | *Yes or No?* |

If any of the above is **NO,** the contractor is notified and requested to submit the necessary documents

1. **Project Closeout Reporting**
2. Project Description Summary
3. Financial Record Summary – Summary of any pending payment, retention releases, LD’s and variations to the contract
4. TEFMA Benchmark Analysis – TEFMA estimates at Practical Completion is compared to actual data through till DLP ending
5. Project Performance Matrix *Refer Appendix B*
6. Lessons Learnt Assessment Matrix *Refer Appendix A*
7. Risk Matrix Analysis
8. Project Photos
9. Conclusions
10. **Project Record to Assets Database**

Job card is requested to the Helpdesk for the upload of the project records supported with the prerequisite documents mentioned above.

1. **Project Handover to Client, Services/Trades Team etc**
2. **Responsibility**

**Projects Team** – Project Manager and Clerk of Works

**Approvals** – Project Manager

1. **Reference Documents**

Lessons Learnt Matrix (Appendix A)

Project Performance Assessment (Appendix B)

**Authorized by:** Director – Estate and Infrastructure **Documented by:** Projects Team

**Date authorized:** **Effective date:**

**Last amended:** N/A **Revision status:** 1st Issue