



NWMSU
Internal Project Completion Checklist

Project/CER #: Project Name: Project Point of Contact:
Date Started: Date Completed: Project Manager:
PURPOSE:

Shops Assigned: (require Sign off when project complete)

- User/Department
Sustainability Coordinator
Assoc Director of Custodial
Maintenance Zone Supervisor
Assoc Director of Maintenance
Transportation/Power Plant Manager
Capital Program Manager
Director, Facilities Services
Materials Distribution Center
Landscape Manager
Sign Shop
Health and Safety Manager
Energy Manager
Capital Projects/Energy Coordinator
Purchasing Buyer
VP, Finance (If over budget)

Scope of Work – To include detail of project, time line to complete, deadlines by user, and funding source (Capital or user funded)

Attach copy or original scope signed by the stakeholder and CPM

Schedule

- Have you completed all project activities and tasks?
If not, have you rationalized and documented the remaining project activities and tasks?
Are all deliverables complete and approved?
If not, have you rationalized and documented the remaining project deliverables?

Comments

Empty comment box for Schedule section

Budget

- Have all costs been appropriately charged to the project?
Have all contracts been closed as appropriate?
Is Project within budget? If not, need VP Finance approval for cost over runs.

Comments

Empty comment box for Budget section

Sustainability

- Energy Impact Yes – (see comments below) Not Applicable
Waste Management—Landfill: lbs; Cost \$
Diversion--Reuse lbs; Recycle lbs

Comments

Empty comment box for Sustainability section

Communication

- Minutes of meetings distributed to all stakeholders
Have all outstanding project issues been addressed?
If not, has responsibility for these issues been assigned?

Comments



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Quality

- Did the quality of the project meet all expectations and requirements of the specifications?
Are there any changes in specifications that need to be made for future projects that are similar?
Did the contractor provide quality workmanship? If not, list issues below or attach punch list.

Comments

[Empty rectangular box]

Final Documentation

- Have all final documents been received? (Warranties, Drawings, As-builts, Manuals) Purchasing also has these on their checklist before final payment.
Has the project punch list been completed and signed by all departments?
Has the post completion review been scheduled with the customer?
Review initial scope, expectations to project completion.
Review budget and discuss overages/shortages and resolution
Ensure all budget documents closed out.
Have AUTOCAD documents been completed and are the originals on file with the CPM Office?
Yes
Not Applicable

Project Complete Signatures

Shops Assigned:

- User/Department
Materials Distribution Center
Assoc Director of Custodial
Sustainability Coord
Landscape Manager
Sign Shop
Maint Zone Supervisor
Health and Safety Mgr
Assoc Dir of Maintenance
Energy Manager
Transportation/Power Plant Manager
Capital Projects/Energy Coord
Capital Program Manager
Purchasing Buyer
Director, Facilities Services
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Copy filed in project folder, Facility Services, Capital Program Office