Project Completion report

developer name

Project name

Contents

[1. Project Summary 3](#_Toc534294960)

[2. Delivery 3](#_Toc534294961)

[3. Final Cost summary 3](#_Toc534294962)

[4. Contractual 3](#_Toc534294963)

[5. Technical 4](#_Toc534294964)

[6. Innovation 4](#_Toc534294965)

[7. Lessons Learnt / Recommendations 4](#_Toc534294966)

[8. Appendix 4](#_Toc534294967)

# 

# Project Summary

1. *Provide a general summary of the project including project name, a brief scope of works, project duration, project completion, etc*

# Delivery

1. *Describe any major construction issues (if any) that were faced during the project and how they affected the project’s completion. Provide information on how the contractor performed with consideration to time, cost, quality, contract management, and other areas of performance when compared to expectations. Compare to budget/forecast amounts.*
2. *List and explain any major variations of cost overrun, and reference the party responsible for those variations. Provide information on whether the increase in project cost resulted from a base estimate error, inherent project risks, or contingent project risks (or a combination of all elements)?*
3. *Provide details of any safety incidents, environmental incidents, customer complaints, contract disputes, notices issued, etc, and explain whether those incidents impacted the delivery of the project. Describe how the overall quality assessment related to the project.*
4. *Provide the minutes of project close out meeting in the appendix and a summary of the overall relationship with the contractor and whether any areas needed improvement.*

# Final Cost summary

1. *Provide a summary of the final completed costs in the table below. Clearly show the approved amounts and variations. Clearly show the final amount being claimed and provide details where this varies from the amount authorised in the Pre-construction Infrastructure contribution notice.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Pre-construction infrastructure estimate | Final Contract Sum | Variance $ | Variance % | Reasons for Variance |
| 1. Design |  |  |  |  |  |
| 1. Pre-construction items |  |  |  |  |  |
| 1. Tender award |  |  |  |  |  |
| 1. Provisional items |  |  |  |  |  |
| 1. Construction management |  |  |  |  |  |
| 1. Other items |  |  |  |  |  |
| **Total** |  |  |  |  |  |

# Contractual

1. *Provide details on any major changes that were required to the tender documentation. Explain whether the contractual obligations imposed aided or hindered the delivery of the project.*
2. *Detail any delays or problems experienced due to contractual disputes that could have otherwise been avoided.*
3. *Explain whether developer-contractor relationships ran properly and whether those relationships were responsive to issues during the project delivery.*
4. *Provide information on how the future operators of the site (Hunter Water Corporation) were consulted during the development and delivery process to highlight any potential future issues and whether those issues (if any) were easily identified and taken into consideration during the delivery of the project.*

# Technical

1. *Detail any facts about the site that were not identified in the development process but were discovered during the delivery phase and adversely impacted the project. Indicate whether all risks were identified in the development process, and if not, how that impacted project delivery.*
2. *If applicable, identify whether the scope of the project had to change based on unexpected factors, and detail the changes, if any.*

# Innovation

1. *Detail any form of innovative procedures or processes employed during the project which aided in its development, delivery, or ultimately the asset’s performance.*

# Lessons Learnt / Recommendations

1. *Note key lessons learnt from the project that could be beneficial to future projects. Detail any unexpected risk events that had not been identified in the Project Risk Register. If applicable, identify any constraints experienced during delivery that may be changed in the future.*
2. *Provide any recommendations to procedures or processes that would benefit future projects, and explain what the potential benefit gained would be (This may include a new process introduced or a change to an existing process).*

# Appendix

1. Final close out meeting minutes
2. Final copies of payment claims *(note that payment can only be made on actual claims provided)*
3. Practical completion certificates received