**POST- PROJECT WRAP-UP MEETING STANDARD OPERATING PROCEDURES**

**OBJECTIVE: The purpose of the post project wrap-up meeting is to evaluate how successfully the project objectives have been met and how effective the project team’s practices were in keeping the project on track. Elements of lessons learnt are discussed and available to assist in planning, managing, and meeting the objectives of future projects. Any recommendations associated to process improvement for future projects are captured, documented, and applied.**

**TIPS FOR A SUCCESSFUL MEETING:**

* **Be sure to assign a person outside of the project team to take notes. Key points to document:** 
  + **Attendees**
  + **Information Highlights**
  + **Agreed on Activities to Implement**
  + **Lessons Learned**
  + **Parties Responsible for Each Action Items**
* **At the beginning of the meeting declare that this meeting is meant to be a learning experience rather than a finger pointing session.**
* **Encourage all to identify what others did well and to examine their own performance and how they could have handled situations differently.**
* **Circulate all documents/data to all meeting attendees one week prior to the meeting for all to review prior to the meeting.**
* **Project Manager is responsible for collecting any documents/data needed for the meeting from other parties to email to team.**

**ATTENDEES**

* **Project Estimator**
* **Project Manager**
* **Sr. Project Manager**
* **Superintendent**
* **Project Safety Coordinator**
* **Quality Control Manager and/or Coordinator**
* **Onsite Safety Coordinator (if applicable)**
* **On-site Project Manager/Engineer (if applicable)**
* **Superintendent that finished the project (if more than one superintendent or foreman worked on the completion of the project)**



**DOCUMENTS TO GATHER PRIOR TO MEETING**

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| **DOCUMENT** | **PERSON RESPONSIBLE** |
| 1. **Final Schedule** | **Project Manager** |
| 1. **Budget** | **Project Manager** |
| 1. **Final Labor Reports** | **Project Manager** |
| 1. **Final Bid** | **Estimator** |
| 1. **Accident Reports** | **Safety Coordinator** |
| 1. **Equipment Damage/ Theft Reports** | **Safety Coordinator** |
| 1. **Safety Audit Scores** | **Safety Coordinator** |
| 1. **Quality Control Reports** | **QC Manager/Coordinator** |
| 1. **Re-work Reports** | **QC Manager/ Coordinator** |

**POST- PROJECT WRAP-UP MEETING AGENDA GUIDELINES**

***OBJECTIVE: The purpose of the post project wrap-up meeting is to evaluate how successfully the project objectives have been met and how effective the project team’s practices were in keeping the project on track. Elements of lessons learnt are discussed and available to assist in planning, managing, and meeting the objectives of future projects. Any recommendations associated to process improvement for future projects are captured, documented, and applied.***

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| **Project Name:** | **Job #:** | **Type: *Tilt, Industrial, Manufacturing, Elevated, etc.*** | |
| **Project Address:** | | | |
| **General Contractor:** | **Meeting Date:** | | **Project Size: *Building sqft. and/or cubic yards of concrete*** |

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| **ATTENDEES** | | |
| **NAME** | **POSITION** | **EMAIL ADDRESS** |
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| **PROJECT OBJECTIVES & METRICS** | | | |
|  | **PLANNED VALUE** | **ACTUAL VALUE** | **REASON FOR VARIATION** |
| **TIME** | ***Define the planned completion date(s).*** | ***Define the actual project completion date.*** | ***Provide reason for any variation.*** |
| **COST** | ***Record the allocated budget and approved changes.*** | ***Confirm the actual cost of the project.*** | ***Provide reason for any variation.*** |
| **QUALITY** | ***Record the expected quality criteria from the Site-Specific QC plan.*** | ***Provide a view of the level of quality achieved.*** | ***Provide reason for any variation.*** |
| **SAFETY** | ***How many risks were identified on the project.*** | ***Record the number of risks that developed into issues/accidents.*** | ***Provide feedback on the safety plan strategies that failed to prevent risks from occurring.*** |
| **OTHER** | ***Additional objectives to the specific type of project being reviewed.*** |  |  |

**POST- PROJECT WRAP-UP MEETING AGENDA GUIDELINES**

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| **PROJECT DELIVERABLES** | | |
| **REVIEW ITEMS** | **GROUP OPINION** | **COMMENTS/LESSONS LEARNED** |
| **SAFETY** | | |
| **Overall Jobsite Housekeeping** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Overall Project Safety** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Safety Documentation** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Safety Equipment/Tools/PPE required for project completion** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Accidents (Employee Injuries)** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Equipment Damages** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Employee Safety Training** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Safety Operations Manager’s Attendance/ Jobsite Presence** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Site Specific Safety Plan Accuracy** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **General Contractor’s Opinion of our Safety Culture on this Project** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **ESTIMATING** | | |
| **Labor Budget Bid** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Equipment Budget Bid** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Subcontractor(s) Budget Bid** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Concrete Package Budget Bid** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Concrete Place & Finish Bid** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Rebar Budget Bid** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **PROJECT MANAGEMENT** | | |
| **Contract Review** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Bridge Meeting** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Buyout** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **PO/Subcontracts** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Shop Drawings/Submittals** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Scope Book** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Kickoff Meeting** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Material Deliveries** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Spec & Drawing Management** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **RFI’s** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Change Order Management** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Concrete, Rebar, Stone, Formwork, Brace Rental, etc. Log** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Weather & Production Log** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Job Status Reports** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **KPI Labor Summary** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Job Cost Forecasting** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Documentation** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Communication** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Subcontractor Management** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Look Ahead Schedules** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Safety Observation Form** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **GC Sub Meetings** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Monthly Pay Applications** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Invoice Approval** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Business Development / Customer Relationship** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Project Close-Out** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **ONSITE PERFORMANCE** | | |
| **Daily Reports** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Layout** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Equipment Management** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Compliance with Plans & Specs** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Communication** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Identify & Resolve Problems** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Scheduling Subcontractors** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Scheduling concrete, pump, crane, etc.** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Coordination with other trades** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Look Ahead Schedules** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Cost Coding Accuracy** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **KPI Labor Management** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Business Development / Customer Relationship** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **QUALITY** | | |
| **Pre-Pour Checklists** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Pre-Work Meetings** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Subcontractor Quality** | **Acceptable**  **Needs Improvement  Unacceptable** |  |
| **Overall Project Quality** | **Acceptable**  **Needs Improvement  Unacceptable** |  |

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| **LESSONS LEARNED / KEY TAKEAWAYS** | | |
| **NAME** |  |  |
| **Safety Director** |  |  |
| **Area Manager** |  |  |
| **Estimator** |  |  |
| **Superintendent** |  |  |
| **Project Manager** |  |  |
| **Project Executive** |  |  |