**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** |  |  |