

# PUZZLED BY PROJECT CLOSEOUT?

COAA'S OWNER TRAINING INSTITUTE® CAN HELP!



## PROJECT CLOSEOUT ... the virtual, abridged version

Learn how planning, teamwork, and effective management are keys to successful closeout. Along with a 360-degree overview of best practices for closeout planning, specific proven approaches and strategies will be shared, including:

- Why one starts the closeout process at the beginning of the project
- Differences in project closeout based on project size (under \$100K, under \$1M, and over \$1M)
- Tools to streamline closeout...prompt punch list completion, complete O&M manuals, efficient financial closeout, etc.
- The importance of the Owner being accountable and managing the internal client or user group

## VIRTUAL DOES NOT MEAN SLEEP INDUCING!

Course includes small group interaction, activities, and time at the beginning and end for introductions and an open forum discussion.

### COURSE OUTLINE

#### A "BEST" Approach

1. Identify the **Benefits** to the Owner for successful Project Closeout
2. Identify common barriers that require **Effort** for a successful Project Closeout
3. **Strategies** for successful project closeout
4. Proven **Tools** and resources to improve your closeout process

### AIA CEUs

Earn 4 AIA Learning Units



### DURATION

Four hours spread across two days

### MORE INFORMATION