

Project Closeout - "BEST"

1. Identify the *Benefits* to the Owner for successful Project Closeout

- Reallocate remaining project funds for other purposes
- Reduces ambiguity during the warranty phase
- Allows for effective transfer of responsibility for operations and maintenance
- Prompt completion allows project team to focus on next project

2. Identify common barriers that require *Effort* for a successful Project Closeout

- Not starting early enough
- Inspections and Certificate of Occupancy
- Integration of non-construction contract scopes of work (FFE, AV.)
- Timely Management/Resolution of Cost Issues (A/E additional services and Construction Change Orders)
- Owner Requested Changes (stakeholder expectations)

3. *Strategies* for successful project closeout

- Have a plan and engage all stakeholders early
- Proactive management and accountability
- Consider an incentive plan

4. Proven *Tools* and resources to improve your closeout process

- Building Acceptance Checklist
- Case Studies (Good, Bad and the Ugly)
- Examples of actual tools/documents to effectively improve closeout and use immediately