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