Completion of this checklist with suitable evidence for each item can be used to satisfy the Project Authority that a project Phase is complete.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Manager:** |  | **Project Name:** |  | **Project Number:** |  | **Close-out Signature** |  | **Date:** |  |

| **EGW 20-01 Ref.Item** | **Complex Project Minimum Requirements** | **Status** |
| --- | --- | --- |
| **3.2 Establish the Project and the Project Team** |
| Item 3.2.1 | Approval Authority to endorse commencement of Phase 5 and 6 (signed PAR and approved preliminary Phase 5/6 PMP) | **[ ]**  |
| Item 3.2.2 | Project Manager endorsed by Approval Authority | **[ ]**  |
| Item 3.2.3 | Steering Committee endorsed by Approval Authority | **[ ]**  |
| Item 3.2.4 | Project Manager to provide Divisional Management Accountant with Budget and expenditure profile | **[ ]**  |
| Item 3.2.5 | Activate Phase 5 Project Number and create activity codes for in Ci Financials, where applicable | **[ ]**  |
| **3.3 Understanding the Project Inputs and Outputs** |
| Item 3.3.1 | Project objectives defined | **[ ]**  |
| Item 3.3.1 | Business outcomes defined | **[ ]**  |
| Item 3.3.1 | Inputs / tasks needed to achieve the outcome listed | **[ ]**  |
| **3.4 Project Management Plan** |
| Item 3.4 | Project Management Plan developed for Phase 5 and communicated to team | **[ ]**  |
| Item 3.5 | Scope of Work defined as Work Breakdown Structure (WBS) organised by discipline | **[ ]**  |
| **3.6 Project Interfaces and Constraints** |
| Item 3.6.1 | Inter-discipline interfaces documented (links in program) | **[ ]**  |
| Item 3.6.1 | Consider all stakeholder interfaces | **[ ]**  |
| Item 3.6.1 | List key project constraints | **[ ]**  |
| Item 3.6.1 | Document how key constraints will be managed ie links in program, matrix, GIS | **[ ]**  |
| **3.7 Project Delivery Strategy** |
| Item 3.7.1 | Work packages to be outsourced in each Phase identified | **[ ]**  |
| Item 3.7.1 | Form of contract identified | **[ ]**  |
| **3.8 Cost Management - Budgets and Projected Cash Flows** |
| Item 3.8.1 | Phase 5 budget established at commencement of the Phase and includes any costs incurred to date plus forecasts for remaining Phases | **[ ]**  |
| Item 3.8.1 | Phase 5 budget includes all discipline costs ie ARTC staff, consultants, property, materials, contractors etc | **[ ]**  |
| Item 3.8.2 | The budget has regard for accounting treatment and tax issues if applicable. | **[ ]**  |
| Item 3.8.3 | Work Breakdown Structure (WBS) and Cost Breakdown Structure (CBS) aligned. Forecast budget consistent with program | **[ ]**  |
| Item 3.8.3 | The WBS has regard for creation of the fixed asset at commissioning or project close. | **[ ]**  |
| Item 3.8.4 | Phase 5 budget includes risk and opportunity provision and contingency agreed by Approval Authority | **[ ]**  |
| Item 3.8.5 | Change management procedure exists in PMP | **[ ]**  |
| Item 3.8.6 | Costs tracked against budget, minimum monthly | **[ ]**  |
| Item 3.8.8 | Project budget included in PMP | **[ ]**  |
| **3.9 Program Management** |
| Item 3.9.1 | Activities on WBS scheduled in MS Project or P6 and each WBS item fully resourced in the schedule. | **[ ]**  |
| Item 3.9.3 | Program includes all disciplines | **[ ]**  |
| Item 3.9.4 | Links established between key interfaces | **[ ]**  |
| Item 3.9.5 | Key activities defined by milestone completion dates | **[ ]**  |
| Item 3.9.6 | Possession dates and Approval Authority meetings and review periods shown | **[ ]**  |
| Item 3.9.8 | Baseline established at start of Phase 5 | **[ ]**  |
| Item 3.9.9 | Progress tracked, minimum monthly | **[ ]**  |
| Item 3.9.10 | Change management procedure followed (budget and program)  | **[ ]**  |
| Item 3.9.11 | Impacts of changes planned and incorporated into Program | **[ ]**  |
| **3.10 Risk Management** |
| Item 3.10.1 | Project Risk register reviewed and updated (Based on outcomes from Phase 3) | **[ ]**  |
| Item 3.10.2 | Risk workshop held and risk register updated considering activities for Phase 5 and beyond | **[ ]**  |
| Item 3.10.3 | Risk and Opportunity Costs considered for Phase 5 | **[ ]**  |
| Item 3.10.4 | Risks identified that could impact on the project viability and are beyond the control of ARTC. Ie property, environmental, utilities etc | **[ ]**  |
| Item 3.10.5 | Risk register up to date and included in PMP at end of Phase | **[ ]**  |
| Item 3.10.6 | Operational risks considered - access, egress, maintenance etc | **[ ]**  |
| **3.11 Change Management** |
| Item 3.11.1 | Changes to scope, budget or program managed in accordance with the PMP | **[ ]**  |
| Item 3.11.2 | Changes notified to Approval Authority, accountant and scheduler within 10 days of occurrence | **[ ]**  |
| **3.12 Safety Management** |
| Item 3.12.1 | Safety Management Plan prepared for Phase 5 | **[ ]**  |
| Item 3.12.2 | Safety responsibilities defined in the Safety Management Plan | **[ ]**  |
| Item 3.12.3 | Rail Safety Worker competencies verified, including any contracted designers or project managers | **[ ]**  |
| Item 3.12.4 | Before work commences, determine and document that appropriate rail safety accreditation is held for the work being carried out and agree and document safety management system arrangements.  | Y **[ ]** N/A **[ ]**  |
| Item 3.12.5 | Before work commences, determine if the change requires variation to ARTC’s accreditation and prepare AVA if required or if the change needs be notified to the Rail Safety Regulator and prepare a NoC if required. | Y **[ ]** N/A **[ ]**  |
| Item 3.12.4 | Safety risk assessment held | **[ ]**  |
| Item 3.12.5 | Safe work method statements in place | **[ ]**  |
| **3.13 Quality Management** |
| Item 3.13.1 | Project assurance requirements nominated by Approval Authority | **[ ]**  |
| Item 3.13.2 | Quality reviews scheduled in PMP | **[ ]**  |
| Item 3.13.4 | Documents transmitted using Data Transmittal Form and entered into Data Transmittal Register | **[ ]**  |
| Item 3.13.6 | Third party verification provided, where required ie. Earthworks construction | Y **[ ]** N/A **[ ]**  |
| **3.14 Environmental Management** |
| Item 3.14.1 | Environmental protection measures included in PMP for Phase 5 | **[ ]**  |
| Item 3.14.2 | Evidence provided by Contractor of Task based Environmental Impact Statements completed prior to site works being undertaken | **[ ]**  |
| Item 3.14.3 | Evidence of Contractors EPL obtained prior to commencement of site works | **[ ]**  |
| **3.15 Human Resources Management** |
| Item 3.15.1 | Project organisation chart in PMP and Project Roles and Responsibilities Allocation Report completed | **[ ]**  |
| Item 3.15.2 | Roles and responsibilities defined inc. rail safe worker competencies | **[ ]**  |
| Item 3.15.4 | Resources identified for the project are available  | **[ ]**  |
| **3.16 Communications Management** |
| Item 3.16.2 | Schedule of meetings and communications protocols defined in PMP | **[ ]**  |
| Item 3.16.3 | Stakeholders identified | **[ ]**  |
| Item 3.16.4 | Stakeholder management plan reviewed and updated | **[ ]**  |
| **3.17 Procurement Management** |
| Item 3.17.3 | Contract Manager appointed to Support Team | **[ ]**  |
| Item 3.17.4 | Procurement in accordance with FCO-PR-022 | **[ ]**  |
| **3.18 Configuration Management and Regulator Notification** |
| Item 3.18.4 | NAN and CCL Updated. Fixed Asset Register Updated | **[ ]**  |
| Item 3.18.5 | Rail regulator notified minimum 28 days prior to commissioning | **[ ]**  |
| **3.19 Reporting** |
| Item 3.19.1 | Reporting schedule in place for progress, program, cost, risk, safety, quality and configuration management. | **[ ]**  |
| Item 3.19.2 | Reports presented to Approval Authority | **[ ]**  |
| **3.20 Phase Approvals** |
| Item 3.20.1 | Updated Phase 5 Project Management Plan | **[ ]**  |
| Item 3.20.1 | End Stage Report | **[ ]**  |
| Item 3.20.1 | As built drawings | **[ ]**  |
| Item 3.20.1 | Configuration change completed in accordance with EGP-03-01 | **[ ]**  |
| Item 3.20.1 | Practical Completion certificate completed and Notice of Completion provided by contractor | **[ ]**  |
| Item 3.20.1 | Infrastructure Certification and Handover completed to hand infrastructure from project control to corridor control | **[ ]**  |
| Item 3.20.1 | Lessons Learnt Report | **[ ]**  |
| **Rail Network Activity Project** |
| **Civil Design** |
| Item 8.8.1 | As built drawings produced | **[ ]**  |
| Item 8.8.1 | Designs certified | **[ ]**  |
| Item 8.8.1 | Designs verified, where required | Y **[ ]** N/A **[ ]**  |
| Item 8.8.1 | Construction certified | **[ ]**  |
| Item 8.8.1 | Construction verified, where required | Y **[ ]** N/A **[ ]**  |
| **Signalling Design** |
| Item 8.8.1 | Design modifications documented through change management system | **[ ]**  |
| Item 8.8.1 | FAT tests passed | **[ ]**  |
| Item 8.8.1 | SAT tests passed | **[ ]**  |
| Item 8.8.1 | Designs certified | **[ ]**  |
| Item 8.8.1 | Designs verified, where required | Y **[ ]** N/A **[ ]**  |
| Item 8.8.1 | Construction certified | **[ ]**  |
| Item 8.8.1 | Construction verified, where required | **[ ]**  |
| Item 8.8.1 | Design modifications documented through change management system | **[ ]**  |
| Item 8.8.1 | As built drawings produced | **[ ]**  |
| **Environmental Assessment** |
| Item 8.8.1 | Environmental impacts monitored and recorded | **[ ]**  |
| Item 8.8.1 | Conditions of consent complied with | **[ ]**  |
| **Property Acquisition** |
| Item 8.8.1 | Properties acquired prior to construction | **[ ]**  |
| Item 8.8.1 | Leases signed prior to construction | **[ ]**  |
| Item 8.8.1 | Easements agreed with utilities and amended | **[ ]**  |
| Item 8.8.1 | Third party interface agreements in place | **[ ]**  |
| **Construction** |
| Item 8.8.1 | Dilapidation Report | **[ ]**  |
| Item 8.8.1 | Construction Environmental Management Plan (CEMP) | **[ ]**  |
| Item 8.8.1 | Construction management plans | **[ ]**  |
| Item 8.8.1 | Testing and commissioning plan | **[ ]**  |
| Item 8.8.1 | Enabling works identified and completed | **[ ]**  |
| Item 8.8.1 | Project implemented | **[ ]**  |
| Item 8.8.1 | Commissioning plan approved  | **[ ]**  |
| Item 8.8.1 | Commissioning completed and accepted | **[ ]**  |
| Item 8.8.1 | Defects inspection completed | **[ ]**  |
| Item 8.8.1 | Defects corrected | **[ ]**  |
| Item 8.8.1 | Configuration management completed | **[ ]**  |
| Item 8.8.1 | Rail Adjustment, Follow Up Tamp & Grinding Notification | **[ ]**  |
| Item 8.8.1 | F-Sheet (Curvature) Data | **[ ]**  |
| Item 8.8.1 | Signal Certified Office Copy (COC) | **[ ]**  |
| Item 8.8.1 | As Built Circuits, Signal Plans, DSS & Data | **[ ]**  |
| Item 8.8.1 | Training manuals delivered | **[ ]**  |
| Item 8.8.1 | Training provided to operators | **[ ]**  |
| Item 8.8.1 | Spares delivered and added to asset management inventory | **[ ]**  |
| Item 8.8.1 | Asset Management system updated – Comply with EGP-03-02 | **[ ]**  |
| Item 8.8.1 | Drawing Management system updated | **[ ]**  |