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** |  |

| **EGW 20-01 Ref. Item** | **Complex Project Minimum Requirements** | **Organisation / Department Responsible** | **Person Responsible** | **Due Date** | **Status** | **Completed Date** | **Signature** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.2 Establish the Project and the Project Team** | | | | | | | |
| 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 6 Project Number and create activity codes for in Ci Financials, where applicable |  |  |  |  |  |  |
| **3.3 Understanding the Project Inputs and Outputs** | | | | | | | |
| Item 3.3.1 | Inputs / tasks needed to achieve the outcome listed |  |  |  |  |  |  |
| **3.4 Project Management Plan** | | | | | | | |
| Item 3.4 | Project Management Plan updated for Phase 6, where required |  |  |  | Y N/A |  |  |
| **3.5 Scope of Work and Work Breakdown Structure** | | | | | | | |
| 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) |  |  |  | Y N/A |  |  |
| Item 3.6.1 | Consider stakeholder interfaces |  |  |  | Y N/A |  |  |
| Item 3.6.1 | List key project constraints |  |  |  | Y N/A |  |  |
| Item 3.6.1 | Document how key constraints will be managed ie links in program, matrix, GIS |  |  |  | Y N/A |  |  |
| **3.8 Cost Management - Budgets and Projected Cash Flows** | | | | | | | |
| Item 3.8.1 | Phase 6 budget established at commencement of the Phase and includes all costs incurred to date plus forecasts for Phase 6 |  |  |  |  |  |  |
| Item 3.8.1 | Phase 6 budget includes all discipline costs ie ARTC staff, consultants, property, materials, contractors etc |  |  |  |  |  |  |
| Item 3.8.2 | Work Breakdown Structure (WBS) and Cost Breakdown Structure (CBS) aligned. Forecast budget consistent with program |  |  |  |  |  |  |
| Item 3.8.3 | Phase 6 budget includes risk and opportunity provision and contingency agreed by Approval Authority |  |  |  |  |  |  |
| Item 3.8.4 | Change management procedure exists in PMP |  |  |  |  |  |  |
| Item 3.8.5 | Costs tracked against budget, minimum monthly |  |  |  |  |  |  |
| Item 3.8.7 | Project budget included in PMP |  |  |  |  |  |  |
| **3.9 Program Management** | | | | | | | |
| Item 3.9.1 | Activities on WBS scheduled in MS Project or P6 |  |  |  |  |  |  |
| Item 3.9.3 | Program includes all disciplines |  |  |  |  |  |  |
| Item 3.9.4 | Links established between key interfaces |  |  |  | Y N/A |  |  |
| Item 3.9.5 | Key activities defined by milestone completion dates |  |  |  |  |  |  |
| Item 3.9.6 | Approval Authority meetings and review periods shown |  |  |  |  |  |  |
| Item 3.9.8 | Baseline established at start of Phase 6 |  |  |  |  |  |  |
| 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 3.10.2 | Project specific and Phase specific risk matrices developed |  |  |  | Y N/A |  |  |
| Item 3.10.3 | Phase 6 risk register established (Based on outcomes from Phase 5) |  |  |  |  |  |  |
| Item 3.10.4 | Risk workshop held and risk register updated |  |  |  | Y N/A |  |  |
| Item 3.10.7 | Risk register up to date and included in PMP at end of Phase, all risks completed, accepted and / or transferred to corporate risk register |  |  |  |  |  |  |
| **3.11 Change Management** | | | | | | | |
| Item 3.11.1 | Changes to scope, budget or program documented in accordance with EGW2001T-11 and EGW2001T-17 |  |  |  |  |  |  |
| Item 3.11.2 | Changes notified to Project Director, accountant and scheduler within 10 days of occurrence |  |  |  |  |  |  |
| **3.12 Safety Management** | | | | | | | |
| Item 3.12.1 | Safety Management Plan prepared for Phase 6 |  |  |  | Y N/A |  |  |
| Item 3.12.2 | Safety responsibilities defined in the Safety Management Plan |  |  |  | Y N/A |  |  |
| Item 3.12.3 | Rail Safety Worker competencies verified |  |  |  | Y N/A |  |  |
| Item 3.12.4 | Safety risk assessment held |  |  |  | Y N/A |  |  |
| Item 3.12.5 | Safe work method statements in place |  |  |  | Y N/A |  |  |
| **3.13 Quality Management** | | | | | | | |
| Item 3.13.1 | Project assurance requirements nominated by Approval Authority |  |  |  | Y N/A |  |  |
| Item 3.13.2 | Quality reviews scheduled in PMP |  |  |  | Y N/A |  |  |
| Item 3.13.4 | Documents transmitted using Data Transmittal Form |  |  |  | Y N/A |  |  |
| Item 3.13.5 | As-Built drawings uploaded to DMS |  |  |  |  |  |  |
| **3.15 Human Resources Management** | | | | | | | |
| Item 3.15.1 | Project organisation chart in PMP |  |  |  |  |  |  |
| 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 for project close out inc. ARTC maintainers, environmental, utilities, land owners etc |  |  |  |  |  |  |
| Item 3.16.4 | Stakeholder management plan reviewed and updated |  |  |  |  |  |  |
| **3.18 Configuration Management (EGP-03-01)** | | | | | | | |
| Item 3.18 | Configuration Management completed in accordance with EGP-03-01 (if outstanding items carried over from Phase 5) |  |  |  |  |  |  |
| **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 reviewed by Project Director and presented to Approval Authority, where applicable |  |  |  |  |  |  |
| **3.20 Phase Approvals** | | | | | | | |
| Item 3.20.1 | Phase 6 Project Management Plan |  |  |  |  |  |  |
| Item 3.20.1 | Project Close Out Report |  |  |  |  |  |  |
| Item 3.20.1 | Environmental Close Out Report |  |  |  |  |  |  |
| Item 3.20.1 | Risk register closed out and residual risks transferred to Corporate Risk Register with any mitigation requirements |  |  |  |  |  |  |
| Item 3.20.1 | Lessons Learnt Report |  |  |  |  |  |  |
| Item 3.20.1 | Capital Works Close Out Form complete |  |  |  |  |  |  |
| Item 3.20.1 | Asset Disposal Notification Form (if required) |  |  |  |  |  |  |
| Item 3.20.1 | Project Closure Notice |  |  |  |  |  |  |
| **Rail Network Activity Project** | | | | | | | |
| **Civil Design** | | | | | | | |
| Item 9.2 | Civil works as built drawings in Drawing Management System (DMS) |  |  |  |  |  |  |
| Item 9.2 | Finalise project registers (correspondence, drawings etc) |  |  |  |  |  |  |
| **Signalling Design** | | | | | | | |
| Item 9.2 | Project documents archived in HP Trim |  |  |  |  |  |  |
| Item 9.2 | Signalling works as built drawings in Drawing Management System (DMS) |  |  |  |  |  |  |
| **Environmental Assessment** | | | | | | | |
| Item 9.2 | Confirm all conditions of consent have been complied with |  |  |  |  |  |  |
| Item 9.2 | Environmental Close Out Reports show how conditions met |  |  |  |  |  |  |
| Item 9.2 | Ongoing environmental obligations advised to relevant ARTC business units |  |  |  |  |  |  |
| **Property Acquisition** | | | | | | | |
| Item 9.2 | Complete any outstanding property purchases ie "paper" roads |  |  |  |  |  |  |
| Item 9.2 | Terminate leases, where applicable |  |  |  |  |  |  |
| Item 9.2 | Finalise any outstanding easement adjustments |  |  |  |  |  |  |
| Item 9.2 | New rail corridor boundaries confirmed |  |  |  |  |  |  |
| Item 9.2 | Third party land owner sign off |  |  |  |  |  |  |
| Item 9.2 | Utility easements relocated |  |  |  |  |  |  |
| Item 9.2 | Level crossings legally closed |  |  |  |  |  |  |
| Item 9.2 | Outstanding property issues identified and budget allocated |  |  |  |  |  |  |
| **Construction** | | | | | | | |
| Item 9.2 | Inspection of works at end of defects liability period |  |  |  |  |  |  |
| Item 9.2 | Issue Final Certificate at end of defects liability period |  |  |  |  |  |  |
| Item 9.2 | Outstanding items transferred to relevant ARTC business unit |  |  |  |  |  |  |