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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Manager: | Click here to enter text. | Project Name: | Click here to enter text. | Project Number: | Click here to enter text. | Close-out Signature | Click here to enter text. | Date: | Click here to enter text. |

| Item / Phases | Description | Simple Project Minimum Requirements | Status | | Comments |
| --- | --- | --- | --- | --- | --- |
| Item 1  Phase 3 | Understand the project inputs and outputs. | List the business outcomes the project has to achieve and how the outcomes will be demonstrated. | Y |  |  |
| List the project inputs and outputs, including land acquisition, training requirements, documentation, drawings and spares, in the Project Management Plan. Include how each output will be tested. | Y | N/A |  |
| Project Manager will liaise with the Management Accountant to ensure that the accounting and tax treatment envisaged is consistent with the project scope. To complete this requirement, the Management Accountant is to discuss the establishment of complex projects with the Corporate Accountant, especially where the purchase of land is a cost element. | Y | N/A |  |
| Prepare the NAN and list the project outputs on the Configuration Change List (CCL) per EGP-03-01. | Y | N/A |  |
| Item 2  Phase 3 | Understand what can affect the project delivery. | Determine which project stakeholders cover Executive, Legal, and Financial. | Y | N/A |  |
| Determine which project stakeholders cover Environmental, Operational, Engineering, Workplace Health & Safety. | Y | N/A |  |
| Determine which project stakeholders cover Contracting, Procurement and Inventory. | Y | N/A |  |
| Determine which project stakeholders cover Property, Communications and External Stakeholders such as adjacent landowners, residents and councils. | Y | N/A |  |
| Consult stakeholders and document resulting issues, document approvals, licences, permits, obligations and tasks in the Project Management Plan. | Y | N/A |  |
| Item 3  Phase 3 | Establish the project budget and planned expenditure. | Prepare the project proposal and applicable Budget and Investment Committee (BIC) forms for the project evaluation and approval submission. | Y | N/A |  |
| If not in the AMP, create a document where all budget estimates and expenditure profiles are held. | Y | N/A |  |
| Provide the Management Accountant the budget and expenditure profile to add to the financial system. | Y | N/A |  |
| Item 4  Phase 3 | Plan the project activities and resources. | Schedule the critical path of major activities and show the allowable float for each activity. | Y | N/A |  |
| The schedule is communicated to stakeholders at the start of the project, and every time the schedule is authorised to be changed by the Project Authority. | Y | N/A |  |
| Item 5  Phase 3 | Plan the project activities and resources. | Write the Project Management Plan (PMP), including the project outputs, work breakdown structure (WBS), test method for each WBS item, project budget, the project team, proposed resources and sub-contracts, the project schedule, environmental aspects, property aspects, control and assurance of quality, arrangements for risk management, consultation, communication and hand over to users & maintainers. | Y |  |  |
| Item 6  Phase 4 | Gain project approval. | Ensure the Project Management Plan is reviewed, approved and signed off by the Project Manager and the Project Authority. | Y |  |  |
| Item 7  Phase 5 | Manage the project in accordance with the plan. | All Acquisitions, Approvals, Licences and Permits needed before project commencement are in place. | Y | N/A |  |
| Network Alteration Notice sent to listed stakeholders per EGP-03-01. | Y | N/A |  |
| Actively manage the project so that the outputs from each task in the project schedule meet the project requirements and are delivered on time, on budget, and in a safe manner. | Y |  |  |
| Retain all appropriate project documents and correspondence in HP-TRIM. | Y |  |  |
| Ensure compliance with the ARTC Environmental Management System (EMS). | Y | N/A |  |
| Ensure compliance with ARTC Configuration Management requirements per EGP-03-01. | Y | N/A |  |
| Ensure that contract documentation includes configuration management requirements that need to be complied with. | Y | N/A |  |
| Ensure that contract documentation includes environmental approvals, licences and permits that need to be complied with. | Y | N/A |  |
| Attend to all close out activities including, where applicable, the financial close out report creating the fixed asset in the ledger. | Y | N/A |  |
| All electronic and hard-copy reports and drawings are transmitted using a Data Transmittal Form. | Y | N/A |  |
| Upload the As-Designed drawings into the Drawing Management System (DMS). | Y | N/A |  |
| Item 8  Phase 5 | Respond to changes that impact on the project. | Actively review and adjust the scheduled activities to preserve the project outputs and schedule. | Y |  |  |
| When deviations outside limits become unavoidable, the impact on business outcomes is assessed. | Y |  |  |
| Consult with Stakeholders and get approval to vary project parameters from the Approval Authority. | Y |  |  |
| Item 9  Phase 5 | Deal with project risks. | Establish a Project Risk register (within the Enterprise Risk Management System) of additional risks that are not in the ARTC Enterprise Risk register by assessing and mitigating risks that could occur whilst the project is running; risks that could arise once the project is completed; and the risks to project success (cost, schedule, quality of outputs). | Y |  |  |
| Conduct environmental site inspections in accordance with ENV-PR-005 | Y | N/A |  |
| Conduct Safeworking site inspections in accordance with the ARTC SMS. | Y | N/A |  |
| Place risk reviews into the project schedule. | Y |  |  |
| Item 10  Phase 5 | Report progress on a regular basis. | Provide written status updates to the Approval Authority and other parties by agreement. | Y |  |  |
| Track and review costs and explain variations. | Y |  |  |
| Provide updated forecast spend information to Finance. | Y |  |  |
| Item 11  Phase 5 | Notify regulators. | Prepare the Rail Safety Regulator AVA / Notification of Change documentation per the ARTC SMS ‘Manage Accreditation – Variation and Change’, for submission by GM Risk and Safety. | Y | N/A |  |
| Item 12  Phase 5 | Show that the project outputs are ready to use. | Verify that the delivered project met its objective, requirements and agreed changes. | Y |  |  |
| Conduct a commissioning activity, if required. | Y | N/A |  |
| Record the test results for each Work Breakdown Structure (WBS) item. | Y | N/A |  |
| Upload As-Commissioned drawings into the DMS and provide the required number of field copies. | Y | N/A |  |
| Issue an updated NAN with the final Configuration Change List (CCL). | Y | N/A |  |
| Complete a Practical Completion certificate and store in project records along with Notice of Completion provided by contractor if required | Y | N/A |  |
| Release the percentage of bank guarantees set out in contract terms. | Y | N/A |  |
| Item 13  Phase 5 | Deliver training, drawings, manuals and spares. | Conduct agreed training of users and maintainers. | Y | N/A |  |
| Deliver As-Built Drawings within the ARTC prescribed timeframe in EGP-04-01, upload them into the Drawing Management System (DMS) and provide the required number of field copies. | Y | N/A |  |
| Deliver design reports, user manuals, field documents and spares in agreed quantities & locations. | Y | N/A |  |
| Item 14  Phase 5 | Gain acceptance of the project into use. | Demonstrate to users, operators and maintainers that the project outputs are ready for their use. | Y |  |  |
| Place evidence of user acceptance into project records (eg. SAFE Notice, Train Notice, IBA, certificate). | Y |  |  |
| Place the maintainer signed Infrastructure Certification and Handover form into project records. | Y |  |  |
| Item 15  Phase 5 | Update impacted documents and systems. | Consult with stakeholders regarding impacted documents and systems, such as the Asset Management System, Drawing Management System and other management systems. Comply with EGP-03-02. | Y |  |  |
| Ensure that changes to documents and systems are ready to implement when the project outputs enter normal use, and that any ongoing environmental obligations are documented. | Y |  |  |
| Complete the financial close out form for capitalisation (FCA-FM-101) after each stage of commissioning. | Y | N/A |  |
| Item 16  Phase 6 | Manage warranty & defect liabilities. | Assign responsibility for managing warranties where components fail within their warranty period. | Y | N/A |  |
| Assign responsibility for managing defects that occur within a contracted defect liability period. | Y | N/A |  |
| Item 17  Phase 6 | Close down the project. | Close all project contracts and finalise bank guarantees at the end of the defect liability period. | Y | N/A |  |
| Finalise all project registers (correspondence, documentation, drawings, risks, assets, finance). | Y |  |  |
| Produce an Environmental Close-Out Report showing how approvals, licences and permits are met. | Y | N/A |  |
| Transfer residual risks to an appropriate Risk Owner and Risk Register when the project can no longer affect them. | Y | N/A |  |
| Write a Project Close-out Report to the Approval Authority, including lessons learnt and the extent to which the business objectives were achieved. | Y |  |  |
| Archive project documentation per ARTC Records Management requirements. | Y |  |  |