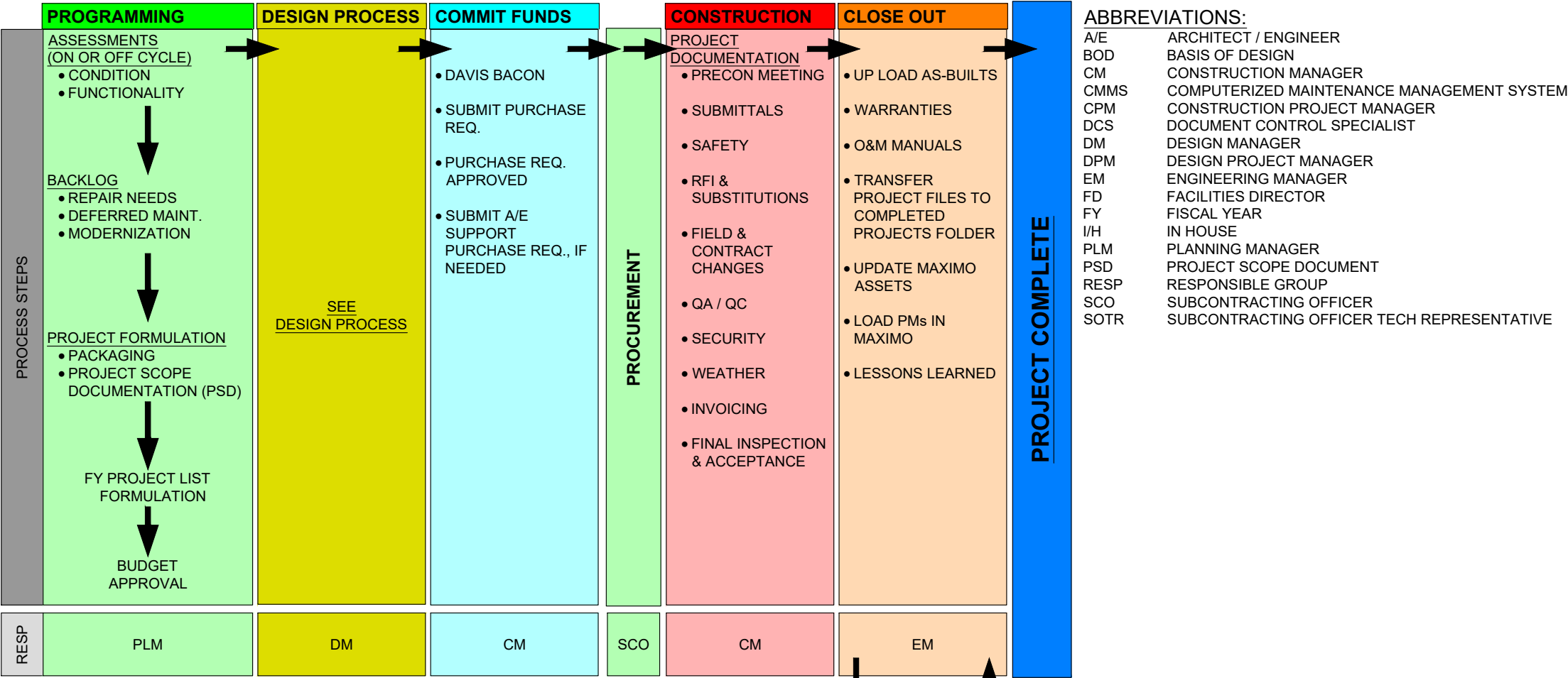


PROJECT MANAGEMENT PROCESS - CLOSE OUT

(PROJECTS > \$50K)



PROJECT COMPLETE

PROJECT CLOSE OUT SUMMARY

ALL PROJECTS MANAGED THROUGH THE PROJECT MANAGEMENT PROCESS (PMP) WILL FOLLOW THE PROJECT CLOSEOUT PROCESS TO ENSURE PROJECT COMPLETION. ACTIONS ACCOMPLISHED DURING THIS FINAL STAGE OF THE PROJECT WILL BE COMPLETED BY VARIOUS RESOURCES WITHIN FM&L DIVISION INCLUDING FMO, DESIGN, PLANNING, DOCUMENT CONTROL AND THE COMPUTER MAINTENANCE MANAGEMENT SYSTEM (CMMS) ADMINISTRATOR. A LOG OF ALL PROJECTS WILL BE MAINTAINED AND MONTHLY MEETINGS WILL BE HELD TO REVIEW PROJECT CLOSEOUT PROGRESS. THE PROJECT CLOSEOUT CHECKLIST WILL DRIVE COMPLETION OF THESE TASKS. THIS PROCESS IS MANAGED BY THE ENGINEERING MANAGER AND QUARTERLY UPDATES WILL BE FORWARDED TO THE FM&L DIVISION MANAGER. STAFF SHALL USE FORMS ON THE FOLLOWING NETWORK PATH:
M:\FACILITIES\MASTER_DOCUMENTS\MANUALS\PROJECT CLOSEOUT