

Closing Process Group Artifacts

12.4 Close Procurement

12.4.2 Records Management (Tools and Techniques)

PMGT 690, ERAU, Prof. Sherman

By: Matthew Holtan

12.4.2 Records Management (Tools and Techniques): This artifact was taken from PMGT 614. This homework assignment consisted of developing an acceptance checklist between buyer and seller to initiate a contract. This tool is used for the Close Procurement process. Project managers will need to utilize all procurement documentations they have in order to adequately close out specific phases of the project. They cannot leave any stone unturned.

Formal Acceptance Document: Fig. 14.1, pg. 344 of (Dow and Taylor, 2015)

(Appendix I: Process Plant Construction)

Proj. ID: I Proj. Name: Plant I System Develop Accept Date: 2 Apr 2017

Proj Client/Owner Name: Ford Motor Company Customer: Wayne County Plant, MI

PM Name: Matt Holtan

Project Acceptance Information: Accept____ Reject____(*)

*If rejected please explain reason:_____

Comments:

1. Ford Motor Company will hire ERAU Project team to develop a processing plant in Wayne County, MI. A kick off meeting to include signing of this document and the project charter will take place April 2, 2017.
2. The project team will utilize fixed-price contract with all subcontractors to develop all systems and phases of the construction of Plant I. The procurement management plan will be utilized.
3. The project team will coordinate with multiple suppliers and subcontractors (stakeholders) to enable cost estimates, schedules, legal and testing/quality to develop all systems and begin construction of Processing Plant I. Scope, Communication, Risk and Quality management plans will assist project team in managing, controlling and directing this project.

Planned Start Date: Apr 2, 2017

Actual Start Date:

Planned Finish Date Apr 2, 2019

Actual Finish Date:

Actual Budget (\$): 300M

Final Cost:

Over/Under Budget:

Signatures/Approvals Section:

PM Approvals: Matt Holtan, *Project Manager*, ERAU

Project Client/Owner Approval: Mark Fields, CEO, Ford Motor Co.

Reference List

Dow, W. and Taylor B (2015). *Project Management Communication Tools*. Dow Publishing LLC. Renton, WA