

Sustainable Home Project Management Plan,
Project and Procurement Closeout Checklist
From PMGT501

by
Troy Stempfley

Embry-Riddle Aeronautical University Worldwide

PMGT 690

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WBS 8.7

Sustainable Home Construction Project: Week 8 Final Deliverables

Group 3:

Jesse Hoover

Jeremy Rodgers

Lance Salter

Troy Stempfley

Robert Strack

David Wichner

Embry-Riddle Aeronautical University Worldwide

PMGT 501

Dr. Gigi Smith – Instructor

December 14, 2014

Project Closeout Checklist

One key factor of a project is that it ends. (Larson & Gray, 2014) While there are several causes a project may be ended some of the more common reasons include a project finishes as planned, the project was cancelled, or the project was abandoned. (Larson & Gray, 2014) Projects that are abandoned can be over budget, ongoing for too long, or the priorities of the corporation may have changed. (Larson & Gray, 2014) Long term projects often fall prey to changes in corporate leadership and corporate redirection or restructuring. What was a priority for the last leadership is no longer a priority for the new leadership or board of directors.

The following are sample closeout checklists for our Sustainable Home Construction Project. The first section is a closeout checklist for the subcontractors to confirm all deliverables are complete. In addition, any system that will have a warranty or be under a continuing service contract, such as the HVAC system or the solar system, have their documentation provided. The PM will confirm that all of the entries made by the subcontractors is accurate.

The next closeout checklist will be completed by the PM and the homeowners during a final walk through of the home. This will also serve as an inspection and handover of the home to the new owners.

Subcontractor Closeout Checklist

<u>Item</u>	<u>Complete (Y/N)</u>	<u>Subcontractor Initials</u>
<u>Foundation Inspection</u>		
<u>Plumbing Inspection</u>		
<u>Electrical Inspection</u>		
<u>Roofing Inspection / Warranty</u>		
<u>HVAC Inspection</u>		
<u>HVAC Warranty / Service Contract</u>		
<u>Geothermal System Inspection</u>		
<u>Geothermal System Warranty / Service Contract</u>		
<u>Solar Installation Inspection</u>		
<u>Solar Installation Warranty / Service Contract</u>		
<u>Vehicle Charging Station Inspection</u>		
<u>Vehicle Charging Station Warranty / Service Contract</u>		
<u>Interior Inspection</u>		
<u>Appliances/Electronics Warranty</u>		
<u>Security System Inspection</u>		
<u>Security System Warranty / Service Contract</u>		
<u>Landscaping Inspection</u>		

Project Manager Signature _____ Date: _____

Project Manager and Homeowner Closeout Checklist

<u>Item</u>	<u>Warranty</u>	<u>Service Contract</u>	<u>Initials</u>
<u>Exterior</u>	<u>No</u>	<u>No</u>	
<u>Interior</u>	<u>No</u>	<u>No</u>	
<u>Appliances/Electronics</u>	<u>Yes</u>	<u>Yes</u>	
<u>Security System</u>	<u>Yes</u>	<u>Yes</u>	
<u>HVAC</u>	<u>Yes</u>	<u>Yes</u>	
<u>Geothermal System</u>	<u>Yes</u>	<u>Yes</u>	
<u>Solar System</u>	<u>Yes</u>	<u>Yes</u>	
<u>Vehicle Charging System</u>	<u>Yes</u>	<u>Yes</u>	
<u>Landscaping</u>	<u>Yes</u>	<u>Yes</u>	

Homeowner Signature _____ Date: _____

Project Manager Signature _____ Date: _____

Bank Signature _____ Date: _____

County Clerk Stamp / Seal _____ Date: _____

References

Larson, E. W., & Gray, C. F. (2014). *Project management: The managerial process*. (6th ed.).

New York, NY: McGraw-Hill Education.