

PM FIELD RESOURCE · MODULE 12

The Grace Closeout Checklist.

Every closeout step, who performs it, and what you confirm. Check each row as you confirm it. The archive zip is the last row.

PROJECT		PROJECT MANAGER		DATE
STEP	WHO PERFORMS	YOU CONFIRM	SOURCE	
CONTRACT				
☐ Create the punchlist in Centerline and track it to complete	PM, contractor	All items closed	Milo Close Out, PM 1	
☐ Request Substantial Completion through the Milo request form	PM requests, Admin issues the AIA G704	G704 issued, date recorded	Milo Closeout	
☐ Review closeout submittals, O&M manuals and warranties	Project team	Each one received and reviewed	Milo Closeout, card 42	
☐ Produce record drawings	Project team	Record set complete	Milo Closeout	
☐ Review the contractor's final pay application	PM, Admin support	Reviewed and certified	Milo CA, PM 4	
☐ Send closeout documents to the owner with the Closeout Documents Letter	PM	Letter sent, attachments listed	Grace letter template, held by Admin	
☐ Check the delivered work against the agreed scope, including approved changes	PM	No open scope item	Card 46, Module 10 change log	
MONEY				
☐ Issue the final invoice	PM	Unbilled at \$0	Card 44	
☐ Follow the last receivable	Accounting, per the AR Guide	Accounting has confirmed the receivable status	Module 3 AR Guide	
☐ Record the final numbers	PM	Final profit against the plan and the 15 percent floor	Modules 5 and 9	
CLIENT				
☐ Request final client feedback	PM	Feedback requested, any response recorded	Card 38	
☐ Thank the client	PM, PIC	Done in person or by phone	Card 40	
LESSON				
☐ Hold the Project Debrief before the team is reassigned	PM leads, project team attends	At least one action with an owner and a date, sent to the person who can act on it. Last debrief's actions checked.	Card 41	
RECORD				
☐ Store all project email in Centerline (the Outlook plugin helps)	Every team member	No project email left in an inbox	Milo Close Out, PM 2	
☐ Archive all Bluebeam markup sessions	Project team	Archived	Milo CA, QC 2	
☐ Finalize the Project A3, with the debrief action in it	Storyteller	You checked it for accuracy	Card 43, Modules 4 and 11	
☐ LAST Request the Centerline archive zip	PM requests, Admin creates the zip and saves it in the project folder	Nothing left to add. After this, the project is no longer accessible in Centerline.	Milo Close Out, PM 3	

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The readiness check.

Before you ask Admin to create the archive zip, answer yes in all five areas.

- ☐ **Contract.** The contract steps are complete, and the delivered work matches the agreed scope.
- ☐ **Money.** The final invoice is sent, unbilled is zero, and Accounting has confirmed the receivable status.
- ☐ **Client.** The client was asked for feedback and thanked, with any response recorded.
- ☐ **Lesson.** The debrief action has an owner and a date.
- ☐ **Record.** The email, Bluebeam sessions and A3 are complete.

WHAT SETS THE ORDER

1. **Contract, money and client run together,** from the punchlist walk.
2. **The final debrief needs the results in hand:** the final invoice sent, unbilled at \$0, the final cost recorded against the plan, and any client feedback. An open receivable does not hold up the debrief.
3. **The archive zip is last.** Nothing can be added after it. The Storyteller writes the debrief action into the A3 before it.

WHO DOES WHAT

PROJECT MANAGER. You own closeout. Your responsibility is to confirm that each part is complete.

Admin

Helps issue closeout documents and archives files. Issues the G704 and creates the archive zip.

Accounting

Follows receivables under the AR Guide and confirms the receivable status.

Storyteller

Finalizes the A3, with the debrief action in it. You check it for accuracy.

Escalation. Under the Module 3 AR Guide, a receivable past 90 days brings in the Practice Leader. Past 120 days, Executive Leadership reviews it.

REMEMBER

Resolve outstanding checklist requirements before asking Admin to create the archive zip.