

EAMIP PROJECT NO. MR04

TITLE: Project Completion Report (PDR)

RESPONSIBILITY: Project Manager: MRP - W. Graham
Project Officer: MRPC - V. Marko

PRESENT SITUATION:

Requirement Need: To have an historical track of a project in order to determine weakness in the development control system or to predict happenings on future project.

Current Action: A draft outline for a project completion report for the Paris, France Chancery addition has been started.

Needs to be done: A sample PCR established; the format to be used for other projects.

OBJECTIVE:

The PCR will provide a logical order of events in which to record the progress of construction projects.

GOAL:

By January 1984, a completed PCR will be available for review by Senior Management. If accepted, all other major works projects will follow the same format.

DESCRIPTION:

- The PCR will immediately affect projects in MRPC and could be adapted for use by other sections under MRP.
- The outline for the PCR has been already established as an outcome of the Project Delivery System (MR02).
- The form of the PCR has been set up for use on all construction projects.
- The format will be preprinted and the Project Managers will be required to "fill-the-blanks" as the project progresses.
- The participants are the Project Managers for each of the projects under the supervision of the Manager of the Section.
- The product will allow Management to map the projects immediately upon substantial completion. Currently project reports have been delayed due to lack of a proper system for reporting.
- The PCR will be set up to record the cost/time and content of each project.

IMPLEMENTATION CONSIDERATIONS:

The relationship of the PCR originating in MRPC can be used by other Sections/Divisions to monitor the positive and negative factors of a newly completed project.

MAJOR STEPS AND TIMING:

Completion expected January 1984.