**ACC BCC Expansion Project**

**Project Closure**

**Document**

**May/02/2025**

**Document Control**

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| *[1.1]* | *Apr 02, 2024* | *Completion criteria complete* |
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**Document Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature©** | **Date** |
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| Communications Manager  *(if applicable)* |  |  | 5/2/2025 |
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**Project Completion**

This section identifies the criteria required to complete the project and any outstanding items which still need to be undertaken even though the project may be ready for completion.

**Completion Criteria**

Below is a list of criteria which must be met to confirm that the project is completed. For each criteria listed, an assessment was done to determine whether it has been achieved to the satisfaction of the customer.

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **Achieved** |
| Objectives | * The project ‘vision’ has been achieved (as defined in the Terms of Reference) * All project objectives have been achieved (as defined in the Terms of Reference) | *Y / N* |
| Benefits | * The full benefits have been realized (as defined in the Business Case) | *Y / N* |
| Deliverables | * All deliverables have been completed (as defined in the Terms of Reference) * All deliverables have been accepted by the customer (as per the Acceptance Plan) | *Y / N* |
| Deadlines | * All deadlines have been met or exceeded the customer’s expectations (as per the Terms of Reference) | *Y / N* |

**Outstanding Items**

Below is a list of any outstanding items which still need to be undertaken even though the project has satisfied the above completion criteria. For each item, listed are the actions required to be undertaken and the Owner responsible for undertaking the action.

|  |  |  |
| --- | --- | --- |
| **Item** | **Action©** | **Owner** |
| Activities | Finish installation of remote monitoring units | IT Department |
| Risks | Market demand drops  The Sales Department can’t secure contracts | Sales Department |
| Issues | Space constraints  Labor force age and experience | ACC |

**Project Closure**

This section outlines the next steps required to perform the closure of the project. This includes the handover of deliverables and documentation to the customer, the termination of supplier contracts, the release of project resource back to the business (or the marketplace) and the communication to all stakeholders that the project is now formally closed.

**Deliverables**

Below identifies the handover plan for the release of all project deliverables to the customer.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Current** | | **New©** | | **Hand over Plan** | | |
| Type | Owner | Company | Owner | Company | Activities | Date | Owner |
| Contractor Services | Bud B. | Northside | Nick P. | ACC | * Handover system maintenance | May 2, 2025 | Nick P. |
| Network Infrastructure Setup and Configuration | Brian G. | Arktos | Dennis M. | ACC | * Handover networking support | May 2, 2025 | Dennis M. |
| Operations and Functionality | Raymond C. | ACC | Wayne S. | ACC | * Handover system documentation | May 2, 2025 | Wayne S. |
| Maintenance | Ryan C. | ACC | Tom B. | ACC | * Handover operational documentation | May 2, 2025 | Tom B. |

**Documentation**

Below identifies the handover plan for the release of all project documentation to the customer.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Documentation** | **Current** | | **New©** | | **Hand-over Plan** | | |
| Type | Owner | Company | Owner | Company | Activities | Date | Owner |
| Project Initiation:   * Business Case * Feasibility Study * Terms of Reference | Dan T. | ACC | Tom B. | ACC | * Business Case * Feasibility Study * Terms of Reference | May 2, 2025 | Study |
| Project Planning   * Project Plan * Resource Plan * Financial Plan * Quality Plan * Acceptance Plan | Ryan C. | ACC | Mark S. | ACC | * Project Plan * Resource Plan * Financial Plan * Quality Plan * Acceptance Plan | May 2, 2025 | Study |
| Project Execution   * Change Process * Change Form * Change Register * Risk Process * Risk Form * Risk Register | Joe B. | ACC | Tom B. | ACC | * Change Process * Change Form * Change Register * Risk Process * Risk Form * Risk Register | May 2, 2025 | Study |

**Suppliers**

Below identifies the handover plan for the termination of project supplier contracts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Name** | **Contract Reference** | **Termination Activity©** | **Release Date** | **Activity Owner** |
| Northside Welding and Fabrication | CAPX12202024 | * Notify supplier of termination * Release supplier resources * Pay supplier invoices | July 3, 2025 | Bud B. |
| Loenbro | CAPX12202024 | * Notify supplier of termination * Release supplier resources * Pay supplier invoices | May 25, 2025 | Phil D. |
| 3 Brothers | CAPX12202024 | * Notify supplier of termination * Release supplier resources * Pay supplier invoices | May 2, 2025 | Jim R. |

**Resources**

Below identifies the handover plan for the release of all project resources (including staff and equipment).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource  Name** | **Current**  **Designation** | **Release Activity** | **Release Date** | **Activity Owner** |
| Casey G. | Project Engineer | * Notify staff member of return to department | July 15, 2025 | Dan T. |
| Crane | Process equipment placement | * Identify new owner * Undertake equipment sale * Release equipment * Update General Ledger | May 2, 2025 | Nick P. |
| Raymond C. | Process Engineer | * Notify staff member of return to department | Mar 4, 2025 | Dan T. |

**Communication**

Below identifies the plan to communicate the project closure to all stakeholders and interested parties.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Audience** | **Intended**  **Message** | **Method  Used©** | **Dispatch Date** | **Dispatch Owner** |
| * Stakeholders * Shareholders * Sales Department * Production Staff * QA / QC * Purchasing * Logistics | * Project has been successfully completed and is now closed * Benefits realized due to success of the project * Lessons learned from project | * Email and formal letter for each recipient * Special Board presentation on benefits realized * Gainshare announcement | May 15, 2025 | Jill B*.* |

**Approval**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

By signing this document, I grant approval to formally close this project and complete the hand-over activities as described above.

**4 Appendix**

**4.1 Supporting Documentation**

* Project documentation generated to date (e.g. Business Case, Feasibility Study, Terms of Reference, Project Plan, Resource Plan, Financial Plan, Quality Plan or Acceptance Plan) which relates to the project closure criteria specified
* Other relevant information or correspondence. ©