EWB-HK OPC  
**PROJECT CLOSE-OUT REPORT**

# General Information

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| --- | --- | --- | --- | --- |
| Project Name | | | | |
|  | | | | |
| Project Start Date | | Project End Date | | |
|  | |  | | |
| Project Sponsor(s) | Contact Name | | E-mail |  |
|  |  | |  |  |
| Project Team | Role | | Email | Volunteer Hours |
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# Project Summary

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| Project Description | |
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| Scope of Works | Discipline(s) |
|  | Civil  Structural  Electrical  Mechanical  Other: |
| Deliverables | Level of involvement |
|  | Consulting  Design  Construction / Supervision  Project Management  Other: |

# Project Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Response** | **Comments** |
| 1. | Due Diligence Report | Yes  No |  |
| 2. | Project Approval Form | Yes  No |  |
| 3. | Project Proposal | Yes  No |  |
| 4. | Design Documents (Civ., Str., Elec.) | Yes  No |  |
| 5. | Tender Document (incl. BoQ) | Yes  No |  |
| 6. | Construction Supervision Report | Yes  No |  |
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# Project Successes and Challenges

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| --- | --- |
| Successes | Lesson Learnt |
| * Success 1 * Success 2 * Etc | * LL 1 * LL 2 * Etc |
| Challenges/ Difficulties | Lesson Learnt |
| * Challenge 1 * Challenge 2 * Etc | * LL 1 * LL 2 * Etc |

# Results & Outcomes

| Description | Outcome | Comments |
| --- | --- | --- |
| **1. Project Goals, Objectives & Deliverables**  Goal/Obj/ Del No. 1  Goal/ Obj/ Del No. 2 | Yes  No  Yes  No |  |
| **2. Project Schedule**  Was the project schedule met?  *Provide comment if you answered ‘no’* | Yes  No |  |
| **3. Project Budget**  Was the project within budget?  *Provide comment if you answered ‘no’* | Yes  No |  |
| **4. Quality**  Was the project delivered to the desired level of quality?  *Provide comment if you answered ‘no’* | Yes  No |  |

# Suggestions for Improvement

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| --- | --- |
| Aspect to be improvement | Suggestion |
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