Project Closeout Questionnaire

Project Name:

Student Name:

Position:

1. Identifying your position in the project organization structure and comment on the interfacing and cooperation with other disciplines;
2. Comment on the delegation of responsibility and authority;
3. Briefly outline your assigned scope of work;
4. Comment on planning schedules, budgets, quality and manpower performance, possibly quantity performance with statistical data;
5. Give a candid assessment of your performance, analysing what went right and what went wrong. Comment on any non-conformance reports (NCR) with reasons for any deviations and the level of rework. If audits were conducted comment on their findings;
6. Comment on the lines of communication, the issuing of instructions, the holding of meetings, the availability of information, procedures and reporting;
7. Evaluate design and technical changes, as-built drawings and operator manuals;
8. Comment on any scope changes and concessions. Evaluate how smoothly the configurations system worked, were the changes approved and implemented timeously;
9. Discuss the use of new technology, computerization and automation;
10. Discuss any unexpected problems, how they affected the project and their solutions;
11. General recommendations for future projects.