

Post Completion Project Review/Project Closing

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EM 564 Project Management
7/1/2022

Project under review: Sun room on Kelly personal home
Meeting purpose: to review project and project closing
Meeting Date: 10/24/2022
Meeting Time: 7pm
Location: Kelly home in new sun room.

Required Attendees (Core project team):

Owner: Allyson Kelly
Project Manager: John M. Anager
Architect: Susie Designsalot
Electrician: Tom Electricity
Plumber: Bob ThePlumber
Carpenter Lead: Mike Hammerman
Homeowners Association President: Randy Drumm
King County Inspector: Peter S. Clouseau

Agenda / Minutes

1. The Executive Summary of the Business Case called for the new room to match the design with the current home and other homes in the neighborhood. Do you feel that this was easy or hard to accomplish since the home was over 25 years old?
 - a. Mike Hammerman stated that the exact siding could not be found and was actually recalled by Weyerhaeuser. He also said that the installation was the key. The exposed vertical distance was matched to the existing home.
 - b. Allyson the owner said she couldn't see the difference except minor texture which was acceptable.
 - c. Tom Electricity mentioned that the lighting that was installed did not match the house exactly but still used incandescence lighting. The PM and Owner ok'd the change and agreed it was a fine alteration.
 - d. The PM suggested that the language in the Business Case should be altered to allow for changes that should be modern but still match as best as possible.
2. How did the communication work between the PM, Owner, Carpenter and others?
 - a. The PM stated that since communication was emphasized in the kick off meeting, there were very little issues with communication from his perspective.
 - b. Allyson agreed that she felt that communication was adequate for a project like this. "I don't really understand what is going on in a detailed sense but I waited

for the result". The Electrician and Carpenter agreed and Tom said he wished other projects he was on understood that. Don't judge the work by the rough carpentry.

- c. What communication could have been better? Susie Designsalot said that she did not get notified of all of the changes. The double doors were moved to the right 12" to get around some existing wiring. Not a big deal but better communication with the Architect was noted.
3. Was change control successful? Can someone share an example of either good or bad outcomes?
 - a. The double doors were moved 12" to the right. A change control form was filled out and agreed to by everyone but Susie. We agreed this was an oversight and noted.
 - b. The siding could not be matched. The Carpenter filled out the form and sent it to the PM who distributed it to the core project team. All those interested were satisfied and agreed to the change. Since the emails were collected at the kick off meeting, the process worked very well.
4. Mike, since you were doing most of the work, how did your carpenter subcontractor resources work for you? Should the PM have managed this?
 - a. It might have been better for the PM to manage the carpenter resources. However, I work with most of the carpenters Sean, Grace, Rose and Allyson Graham who are high quality resources. Managing their time became a burden but it worked out. Giving this the PM would have allowed me to focus on managing and doing the work.
 - b. Bob ThePlumber also stated that he has resources to back him up but this job was small enough to not need them. Using the PM to manage this would have been a good choice.
5. Did anyone get any feedback from neighbors or other professionals?
 - a. Peter S. Clouseau stated that the project was very well run and had a good design. His colleague from the County office was impressed with the Architecture plans and commended Susie. Regarding the project, the only issue he found was to adjust the foundation footing to be slightly wider due to potential sink holes in the area.
 - b. Allyson stated that the neighbors were saying the new room is beautiful. They thought that it would beautify the neighborhood and raise values for all.
 - c. Allyson also thanked everyone for a great experience and a high-quality addition to the home.

The meeting ended at 8pm. Refreshments were served and the professionals continued to rave on how well the new room looks. The owners also installed adjustable colored lights in the corners to enhance the look and feel.

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David Kelly

(Typing our names above serves as our signatures.)