

Ref:	NR/L3/INI/PG115/FO/002
Issue:	2
Date:	5 June 2010
Compliance date:	4 September 2010

Project closeout

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1 Purpose

This standard forms part of the suite of documents comprising the Planning and Programme Controls standard.

2 Scope

This Network Rail standard specifies a process to provide a high level overview of the products produced during project closeout. It also specifies processes for closeout of projects in the following systems:

- a) Oracle Projects (OP);
- b) Primavera;
- c) Active Risk Management (ARM).

This Network Rail standard applies to those projects delivered by Investment Projects and Asset Management(Renewals).

NOTE This procedure excludes details on the contract completion and closure. For details on this subject refer to Project Management Manual PM12 Contract Management which is current available from <http://shareds/sharedservices/PMRC/Documents/GRIP7/PM12.pdf>.

3 Definitions

For the purposes of this standard, the following terms and definitions apply.

Authority Termination Report

report produced when a project is terminated for any reason before its completion

NOTE The Authority Termination Report template is currently available from <http://connectdocs/NetworkRail/Documents/CorporateServices/Finance/CentralInvestmentTeam/AuthoritySuspensionReport.doc>

Interim Project Completion Report

report produced when a project is complete, the Interim Project Completion Report template is identical to the Project Completion Report template

NOTE The Project Completion Report template is currently available from <http://connectdocs/NetworkRail/Documents/CorporateServices/Finance/CentralInvestmentTeam/ProjectCompletionReportSummary.doc>

Lessons Learnt Report

report produced that lists any lessons learned during the project that can be usefully applied to other projects

OP Task

lowest level task level within OP where costs and quantities are collected to enable management of the project

Practical completion

point at which the scope of work defined under the contract has been completed to the extent that it is deemed fit for its intended purpose

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Practical Completion Certificate

certificate issued to confirm that the work of the project has achieved practical completion

Project Completion Report

report produced when a project is complete to include all final accounts

NOTE The Project Completion Report template is currently available from

<http://connectdocs/NetworkRail/Documents/CorporateServices/Finance/CentralInvestmentTeam/ProjectCompletionReportSummary.doc>

Statement of Final Account

issued to confirm the final cost incurred by the contractor for the scope of work under the terms of the contract

NOTE All documentation produced for a project must be stored and archived in line with the Document Control procedures.

4 Abbreviations and Responsibilities

Abbreviations used in this standard are tabulated in Table 1.

Abbreviation	Description
AFC	Anticipated Final Cost
ARM	Active Risk Management
CM	Commercial Manager
COWD	Cost Of Work Done
GRIP	Guide to Railway Investment Projects
OP	Oracle Projects
PA	Project Accountant
PC	Programme Controller
PCA	Project Commercial Assistant
PCM	Programme Controls Manager
PE	Project Estimator
PM	Project Manager
PP	Project Planner
PPCM	Principal Programme Controls Manager
PPP	Principal Programme Planner
PRS	Programme Reporting Specialist
RA	Risk Analyst
RACI	Responsible; Accountable; Consulted; Informed

Table 1 – Abbreviations