**4T09**

**Project Completion Report**

**Note:** If this report is compiled after the issue of the practical completion of the contract, the content may require some modification to record retention amounts etc

|  |  |  |
| --- | --- | --- |
| **Site meeting:**  Number:  Date:  Held at: |  | |
| **Contract number:** |  | |
| **Contract title:** |  | |
| **Employer’s representative[[1]](#footnote-1)\***  Name:  Telephone:  Cell:  Fax: |  | |
| **Time:**  Contract award date[[2]](#footnote-2):  Original contract period:  Patent defects liability period[[3]](#footnote-3):  Extension of time granted:  Original practical completion date[[4]](#footnote-4):  Practical completion date4:  Final completion date[[5]](#footnote-5): | |  |
| **Cost:**  Contract value at time of award including VAT  Value of work certified to date including VAT:  Value of financial penalties applied, excluding VAT:  Value of variations granted, including VAT:  Value of variations applied for but not yet granted:  Value of price adjustments, including VAT:  Estimated final contract value including VAT and price adjustment | | R  R  R  R  R  R  R |

**1 Project brief, description and locality**

*(Provide a brief overview of the project)*

**2 Outline of significant events**

*(Outline any events that had a significant impact on the project outcomes)*

**3 Time management**

**3.1 Baseline Gantt chart**

*(Provide a chart indicating the attainment of key milestones achieved from the initiation of the project design through to the finalization of the project report (see Table 1.2 of Module 5)*

* 1. **Extension of time granted**

*(Briefly describe the slippages from the project programme and the reasons therefore in the Gantt chart)*

1. **Financial management**
   1. **Budget vs Actual Expenditure**

*(Provide a comparison between budget and actual expenditure from inception to completion. (Construction cost, professional fees, site supervisions, disbursements etc))*

* 1. **Proposed vs Actual Cashflow**

*(Provide cashflow for whole project from inception to completion)*

* 1. **Variations to contract**

*(Outline variations and the reasons therefore)*

1. **Quality management**

*(Outline quality aspects of the works and any difficulties encountered)*

1. **Project steering committee**

*(Outline inputs and role of steering committee, if any, in the project)*

1. **Employment**

*(Provide data on employment generated / labour utilization in respect of specific target groups, if a requirement of the contract. Outline successes and failures)*

1. **Training provided**

*(Outline training provided in terms of the project, if any, including successes and failures)*

1. **Specific goals relating to preferences**

*(Discuss specific goal associated with the project and the extent to which they were satisfied. Outline successes and failures)*

1. **Community liaison**

*(Outline arrangements, public participation, problems experienced, if any, as well as any successes and failures)*

1. **Outstanding disputes**

*(Outline any unresolved disputes)*

**12 Record drawings, operating manuals and the like**

*(Document record drawings received, operating manuals and the like)*

**13 Suggestions for improvements to projects of a similar nature**

*(Record suggestions for improvement in respect of any aspect of the project eg design, procurement, procurement documents, contracting strategy, preferencing arrangements etc, etc)*

1. Insert appropriate designation from the following:

   |  |  |
   | --- | --- |
   | **Form of contract** | **Designation of Employer’s Representative in the Contract** |
   | NEC Engineering and Construction Contract (NEC ECC2) | Project Manager |
   | NEC Engineering and Construction Short Contract. (ECSC) | Employer’s delegate |
   | FIDIC Conditions of Contract for Construction and Building and Engineering Works Designed by the Employer (Red Book) | Engineer |
   | FIDIC Conditions of Contract for Plant and Design (Yellow Book) | Engineer |
   | FIDIC Conditions of contract for EPC Turnkey Projects (Silver Book) | Employer’s representative |
   | FIDIC Short Form of Contract General Conditions (Short Form) | Employer’s representative |
   | JBCC Principal Building Agreement | Principal agent |
   | JBCC Minor Works Agreement | Agent |
   | General Conditions of Contract for Works of Civil Engineering Construction (Sixth Edition, 1990) | Engineer |
   | General Conditions of Contract for Road and Bridge Works for State Authorities (1998 edition) | Engineer |

   [↑](#footnote-ref-1)
2. C**ontract award date:** the date on which a contractor’s offer to perform an engineering and construction works contract is accepted in writing by the employer [↑](#footnote-ref-2)
3. **Patent defects liability period:** period commencing from the issue of a practical completion certificate during which the contractor has an obligation to make good defects in the materials and workmanship covered by the contract that are indicated by the employer or his representative; [↑](#footnote-ref-3)
4. **Practical completion certificate:** a certificate issued by the employer or duly authorized representative of the employer in terms of the contract that signifies that the whole of the works have reached a state of readiness for occupation or use for the purposes intended although some minor work may be outstanding. [↑](#footnote-ref-4)
5. The date upon which the employer settled all amounts owing to the contractor in accordance with the provisions of the contract, as determined by the employer. [↑](#footnote-ref-5)