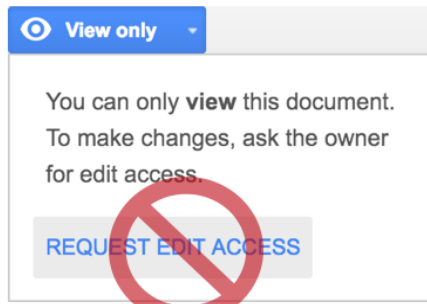


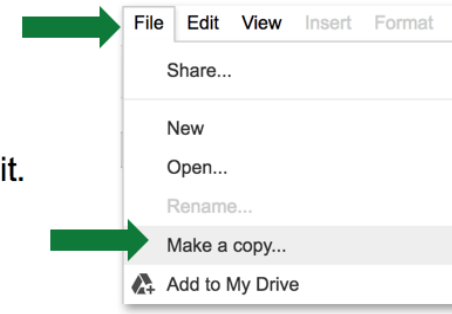


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CONSTRUCTION PROJECT DEBRIEF TEMPLATE

Template begins on page 2.



PROJECT TITLE

Mencken University Construction

MODERATOR

Valerie Jackson

DATE PREPARED

March 19th

PROJECT OVERVIEW

What were the original goals and objectives of the project?

The original goal of the project was to construct three primary lecture halls according to the architect's specifications. These lecture halls are the inaugural constructions on the new university's campus; we will build successive university structures around these three lecture halls.

What was/were the original criterion/criteria for project success?

The original criterion for project success was to build three environmentally friendly lecture halls in the blueprint-specified brutalist architectural style, including concrete walls, custom stonework, etc.

Was the project completed according to the original expectation?

Yes, but completion was delayed by two months due to heavy snow throughout the month of March.

Additional Comments



PROJECT HIGHLIGHTS

What were the major accomplishments?
We met the architect and university board's expectations for constructing three eco-friendly, open-air lecture halls by following the architect's specifications to the letter: That meant using custom stonework, recycled lumber, and other environmentally friendly materials wherever possible.
What methods worked well?
We met with the architect and university board early on to ensure that, prior to commencing work, the crew and I understood the expectations, structural challenges, environmental standards, and interior and exterior aesthetic specifications.
What helped you accomplish the project?
Being in constant contact with both the architect and the project manager from the outset helped us stay on track logistically and budget-wise. In addition, having a project manager who had studied architecture proved to be incredibly helpful. The PM was able to assist us in conveying some of the architect's more challenging designs.
Additional Comments

PROJECT CHALLENGES

What elements of the project went wrong?

After the unexpectedly heavy snowfall in March, we discovered a drainage problem in lecture hall #2 and, therefore, had to adjust our retaining wall's drainage infrastructure.

What specific processes need improvement?

We need to involve exterior-design craftspeople earlier in the process, so we can coordinate schedules. By doing so, we'll have access to them when we're ready for them.

How can we improve these processes in the future?

- We can involve exterior-design craftspeople earlier on in the project-planning process.
- We can get subcontractors to sign contracts as early as possible in order to guarantee that they are able to perform their work in a timely manner. In this way, we can stay on schedule regarding other (co-dependent) aspects of the project.

What were the key problems areas (i.e., budgeting, scheduling, etc.)?

- We had difficulty obtaining contract commitments from and coordinating schedules with the exterior-design craftspeople.
- We require more study of water drainage in a building such as lecture hall #2, so we can anticipate this kind of problem going forward.

List any technical challenges.

Additional Comments



POST-PROJECT TASKS / FUTURE CONSIDERATIONS

List any continuing development and maintenance objectives.

What actions do you still need to complete, and who is responsible for completing them?

- Jane Williamson will complete the exterior-wood staining on all three halls in the next four days.
- John Liden will complete the parquetry woodwork in the foyer of lecture hall #3.

List any additional outstanding project items.

Additional Comments

PLANNING PHASE

LESSON LEARNED	ACHIEVED?	COMMENTS
The team documented the project plans and scheduling thoroughly.	Y/N	See above for the key problem areas.
The project schedule contained all elements of the project.	Y	
We defined all tasks clearly.	Y	
The stakeholders had adequate input during the planning process.	Y	
We gathered and documented the requirements clearly.		
The criteria were clear for all phases of the project.		
Additional Comments		

EXECUTION

LESSON LEARNED	ACHIEVED?	COMMENTS
The project reached its original goals.	Y	
Unexpected changes that occurred were of manageable frequency and intensity.	N	See above for the key problems.
The team managed project baselines (i.e., time, scope, and cost) thoughtfully.	Y	
The fundamental project management processes (i.e., risk and issue management) were efficient.	Y	
The team tracked and reported the project's processes in an accurate, organized manner.	Y	
Additional Comments		

HUMAN FACTORS

LESSON LEARNED	ACHIEVED?	COMMENTS
The project manager reported to the appropriate parties.	Y	
The project management was effective.	Y	
We organized and staffed the project team adequately.	Y	
Both the project manager and the team received proper training.	Y	
All team members communicated efficiently with one another.	Y	
All functional areas collaborated effectively.	Y	
Additional Comments		

OVERALL

LESSON LEARNED	ACHIEVED?	COMMENTS
The original cost projections were accurate.	Y	
We met the architectural objectives of the university.	Y	
Additional Comments		

PROJECT CLOSE ACCEPTANCE

PROJECT MANAGER NAME	DATE	PROJECT MANAGER SIGNATURE

SPONSOR NAME	DATE	SPONSOR SIGNATURE

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