

Project Close Out Meeting Expectations

The Project Close Out Meeting will serve as an open forum for FMI and the consultants and/or contractors to provide transparent and honest feedback on the project.

- Facilitated by the Project Manager and H&S with assistance/attendance by H&S, Env, GSC, etc.
- Owned by: Project Manger
- Frequency: At the end of the project.

Developing the Agenda

Purpose:

The purpose of the Project Close Out Meeting is for FMI to provide open, honest, and transparent feedback in regard to health and safety performance, technical ability to perform the tasks, and the capacity to complete the job with schedule and budget. The close out also allows the consultants and/or contractors to provide feedback on FMI's management of the project (what went well and what could we have done better).

Expectations:

- Provide the facility and facilitate the Project Close Out Meeting.
- Require attendance (see Who should attend) - in person preferred, but not required.
- Require active participation in the meeting by attendees.
- GSC responsible for uploading final documentation and presentation into "system" for future reference
- Any action items need to be resolved by applicable parties

Scheduling:

Scheduling of the Project Close Out meeting will be coordinated with the FMI Project Manager and H&S and the consultants and/or contractors upon completion of the project.

Who should attend:

- FMI Project Manager
- FMI Superintendent, if one is assigned
- FMI H&S Pro assigned to the Project
- FMI Contracts Control rep
- FMI Environmental Rep, if different than the PM
- Consultant and/or Contractor Project Management and Health and Safety

Produce an Agenda for Safety Meeting and Business Meeting

- See Project Close Out Meeting Agenda example [\(Insert Link\)](#)