

PROJECT MANGEMENT PLAN EXAMPLES

Project Closeout - Final Report Example

Example 79

4.6.2.2.4.2 Closeout Reports

Completion documentation will be compiled for each of the identified worksets. A final Closeout Report will be prepared for the 771/774 Closure Project when work is completed and the analytical data has been received. The report will consist of a brief description of the work that was completed, including any modifications or variations from the original decision document. The report will also include analytical results, including the results of any confirmatory sampling taken to verify completion of the action to the specific performance standards. A discussion of the quantity and characteristics of the actual wastes produced and how the wastes were stored or disposed will also be provided.

The report will state that the goals and objectives of the early action were met and if not, what additional work is required. The complexity of the Closeout Report and the level of detail will reflect the scope and duration of the action. The expected outline for the Closeout Report is shown below (although the format may change to meet the needs of the project).

- Introduction
- Remedial action description
- Verification that remedial action goals were met
- Verification of treatment process (if applicable)
- Radiological analysis (if applicable) Waste stream disposition
- Site reclamation
- Deviations from the decision document
- Demarcation of wastes left in place
- Dates and durations of specific activities (approximate)
- Final disposition of wastes (actual or anticipated)
- Lessons learned