

Project Number	C0001
Project Name	Little bees playground upgrade
Project Manager	Joe Smith
Service Manager	K)
Client	Mary Colin
Project Director	Deb Cailles

Administration Checklist

	Completed	Comment for PCG
Key project documents have been moved to JAVA project folder.	Yes	
Risks and issues in OPP have been either closed or transferred to another project.	Yes	
Project schedule has been updated with actual completion dates and there are no remaining actions	Yes	
Invoices have all been received and paid and Finance have agreed the financials are reconciled.	Yes	
Project Control Group has been concluded; copy of final minutes uploaded in JAVA and attached in OPP.	Not Applicable	
Lessons Learned have been documented in consultation with key stake holders and have been communicated to the required audience.		
Communications provided to all stakeholders (internal and external) as required.	Yes	
Share the news and advise for example Communications Team if the project warrants inclusion in eBulletin or Monash Bulletin	Yes	
Final Project Variation has been processed by Finance & PMO to tidy up the financials and changes have are reflecting correctly in OPP.	Yes	

Assesst & Operational Handover Checklist

	Completed	Comment for PCG
Oracle Asset Register, Asset Handover information has been provided to Finance to capitalise and update the Oracle Asset Register. Required for all assets categories as well as assets that are new or have been renewed, upgraded, expanded, or no longer exist i.e. sold, demolished, disposed or scraped.	Yes	
Additional Asset Registers; in addition to Oracle there are other Asset registers that need updated; provide the required Asset Handover information to the Asset Register key contact person. Refer to the Finalise Process document for a list of Asset Registers and Contacts	Yes	
Operational Handover requirements are completed involving at least the Service Manager, Asset Manager and Maintenance Manager. Requirements are listed in the Finalise Process document.	Yes	
Property handover information has been provided to the Property Team to co-ordinate the updating of Property related records and systems. Contact Property for a copy of their Property Handover Form.	Yes	

Contractual Activities Checklist

	Completed	Comment for PCG
Warranty and Defect Period agreements (External) are in place and saved in Contract Management System (CMS).	Yes	
Warranty and Defect Period arrangements (Internal) between the Project Manager, Service Manager, Asset Manager and Maintenance Manager are documented, saved in the project JAVA folder and uploaded in OPP. This may for example be an arrangement document via email.	Yes	
Service Level Agreements (External) are finalised and saved in JAVA; and Contractual arrangements finalised and saved in CMS.	Yes	
Service Level Agreements (Internal) between PM, SM, AM and MM have been clearly understood, documented and saved in project EDNA folder and uploaded in OPP.	Yes	

Project Risks

Active Risks	5
--------------	---

Inactive Risks	0
----------------	---

Risk Code	Title	Responsible Officer	Initial Risk Rating	Revised Risk Rating	Next Review Date
PR223	Inclement weather may delay construction program.	Shane Smith - Project Manager - Capital Works	N/A	N/A	
PR224	Tender prices may come in over budget (QS report).	Suzane Doe - Manager City Design	N/A	N/A	
PR225	If community expectations are not appropriate or met (due to budget constraints) there may be negative PR implications.	Tim Peter - Active Planning and Projects Officer	N/A	N/A	
PR860	Grant Application - delays in decision	Alex Fernando - Project Manager - Capital Works	N/A	N/A	
PR898	Covid-19 - Delays to Project Delivery	Alex Fernando - Project Manager - Capital Works	Extreme	Extreme	

Project Issues

Issue No	Issue Title	Date Logged	Date Resolved	Responsibility	Status	Resolution
I01	Grant Application	06 Jul 2020	14 Aug 2020	Anita Jess	Resolved	Grant was unsuccessful

Project Financial Summary

Reporting Year	Budget Type	Adopted Budget (\$)	Management Budget (\$)	Actual YTD (\$)	Available Funds (\$)
20/21	Expenditure	200,000.00	200,000.00	210,240.25	-10,240.25
20/21	Net	200,000.00	200,000.00	210,240.25	-10,240.25
		400,000.00	400,000.00	420,480.50	-20,480.50

Project Schedule

Incomplete Tasks	3
------------------	---

Task ID	Task Name	% Complete
1	Little bees playground upgrade	99%
2	Design/Tender Review	99%
6	Procurement	99%

Lessons Learnt

Lesson ID	Category	Lesson	Impact	Recommended Action
Delivery time	General	Fast delivery time as it was part of a bundled playground tender - allowed equipment to be ordered at start of contract.	Started in Jan and completed by March	Ensure all equipment is ordered at the start of a contract if it is a bundled package.
Landscape maintenance	General	Weeds in garden beds, soil next to paths subsiding, broadleaf weeds in lawn	Additional works required by contractor to rectify	Issues to be fixed earlier in the maintenance period
Rope play	General	Rope play areas require softfall mulch when it is a certain height	Additional cost for soft fall mulch over bush mulch	Noted for future designs