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## Post Contract

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No.		Box *
01	During Practical Completion phase, reaffirm to client your interest in Post Contract evaluation (if advised at Programme Development phase (B24).	
02	Prepare list of objectives in evaluation; prepare question list for client, builder(s), consultants and users.	
03	Set preliminary meeting date with client to discuss evaluation.	
04	Review carefully initial project brief; compare it with final result; form tentative conclusions about changes.	
05	Compare original project budget with final cost, look at history of changes in cost plan.	
06	Analyze variations as to type and source.	
07	With 100% hindsight, list ways which process might have proceeded more efficiently.	
08	Meet with client and discuss candidly your findings and conclusions; solicit his candid response.	
09	Present all of the findings in a non self-serving report to client.	
10	Request permission to conduct building manager and user surveys.	
11	Repeat process Z 07-08-09 with each of subconsultants, QS and builder.	
12	Design (with help of a qualified consultant) a questionnaire for both building managers and users.	
13	Implement survey between 1-2 years after occupancy.	
14	Compile results of survey. Distribute general results to survey participants and all subconsultants etc.	
15	Respond thoughtfully to client's candid evaluation. If not received, ask again.	
16	Meet with client to deliver copy of user survey and discuss next job.	
17	Hold an in-office meeting to distribute all evaluation results to project team and discuss benefit of evaluation.	
18	Agree on specific steps needed to improve any deficiencies apparent in feedback.	
19	Implement and monitor programme to achieve Z18, including making recommendations for amendment of office manual as appropriate.	

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\* Tick if applicable to this project