

## APPENDIX 1

### **Annex 11 – Post Completion Review Summary**

Separate report for each post completion review.

Project name and description

Summary of performance

Comparison of actual with budget for each item on benchmarking sheet:

### **Project Benefits**

Listing of measures and targets to be used to determine if the project has been a success in terms of serviced delivery.

### **Project Financials**

Listing of capital costs, revenue costs and external funding. Project is a success in financial terms if these targets are met.

### **Project Delivery**

Listing of targets for key milestones in delivery of project.

Project team formed

Project plan agreed

Specification finalised

Land acquired

Planning, Building Warrant and Other permission secured

Tenders invited

Tenders returned

Tenders evaluated

Contractor appointed

Contractor starts on site

Duration of contract with key milestones

Works complete

Council takes possession

Service delivery commences

If these targets are met then the project is a success in terms of process/management.

### **Project Risk**

Summary of anticipated risks, actual risks and how they have been managed.