## Project Closeout

The main aspect of project closeout is to ensure that there are no outstanding administrative or financial issues and to ensure that all appropriate information is passed along to personnel who will be handling the construction phase of the project. It is important for the design consultant PM to submit the final invoice as soon as possible, clearly marked as “final.”

The PM must submit final evaluations for the consultant on a timely basis. At this time, it is a good practice to review the project files to make sure they are in order and complete.

At the end of the design phase, the Design PM should set up a hand-off meeting with the construction personnel so that important information regarding the project can be passed along to those who are responsible for the construction aspect of the project. Issues such as R/W and access agreements need to be covered. Sometimes in the design process, issues arise that may require special attention during construction. It is important to notify construction personnel of these issues before construction begins. Refer to ***PMG 250*** for more information on this hand-off meeting.

Any funds remaining in the design phase need to be un-encumbered so that they can be recycled back into the work program. Additionally, the design phase of the project must be completely closed out on federally funded projects before the post design services can be initiated.