

Post Construction Tri-Party Meeting

AGENDA

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| Project: | Contract #: | Contractor: |
| Consultant: | Alberta Transportation: | |
| Date: | Time: | Location: |

Distribution: Consultant, Contractor, Alberta Transportation Project Sponsor

1. Introduction
2. Traffic Accommodation & Safety
3. Project Team Effectiveness / Communications
4. Contract Administration
5. Workmanship / Quality Control & Quality Assurance
6. Environmental Issues
7. Lessons Learned (see the attached lesson learned template to document the lessons learned)
8. Other



Lesson Learned Template

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| **Title**  (that best describes your lesson) |  | |
| **Background**  (What was planned to happen) |  | |
| **What actually happened** |  | |
| **Lesson Learned** |  | |
| **Recommendations** |  | |
| **Submission Contact Name** |  | |
| **Additional Contact Name**  (Co-worker/Manager/SMEs name who is familiar with the project and can be contacted in your absence) |  | |
| **Work Type** | All Paving Activities  Bridge Capital  Bridge Maintenance  Grading  Interchange  Intersection/Safety Improvement  Miscellaneous | Grade Widening  Twinning  Widen/Reconstruction  Highway Maintenance  Water Management  Slide Repair |
| **Relates To**  **(Phase/Activity/Process/Manual/Asset/Responsible Group/Party)**  *Note: Select all the terms that are related to the lesson learned* | Archival  Change Requests  Claims  Closing  Completion  Construction  Construction Program Development  Consultant  Consultant Selection  Contractor  Data Collection (Field Visit, Surveys)  Design  Detailed Design  Engineering Consulting Guidelines (ECG)  Environmental Permits/Approvals  Executing  Final Details  First Nation Consultation  Geotechnical Investigation  Highway and Roadside Planning Section  Initiating  Monitoring & Controlling  Municipality  Network & Capital Planning  Partnering  Planning  Planning Studies  PM Plans  Pre-Construction Meeting  Pre-Initialization Meeting  Preliminary Design  Preliminary Engineering  Procure Consultant  Program Development  Program Management Application  Delivery (PMAD) | Program Management Section  Program Monitoring/Budget Control  Project Administration Manual (PAM)  Project Administrator  Project Definition  Project Management Office  Project Management Planning  Project Sponsor  Ranking List/Picklist  Regional Director  Regional Environmental Coordinator  Regional Infrastructure Group  Regional Operations Group  Regional Property Group  Regional Safety Officer  Rehabilitation  Reporting  RFP/Proposal Evaluation  Roadway  ROW/Permitting  Safety  Stakeholder Consultation`  Strategic Procurement  Structure  Technical Services Branch  Tender  Tender Award/Advertising  Tender Prep  Tender Review  TOR Preparation  Traffic Accommodation in Work  Zones Manual (TAS)  Utilities and Land Section  Utility Coordination  Utility Coordination Process Manual  Warranty |