

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

|  |  |
| --- | --- |
| **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 |