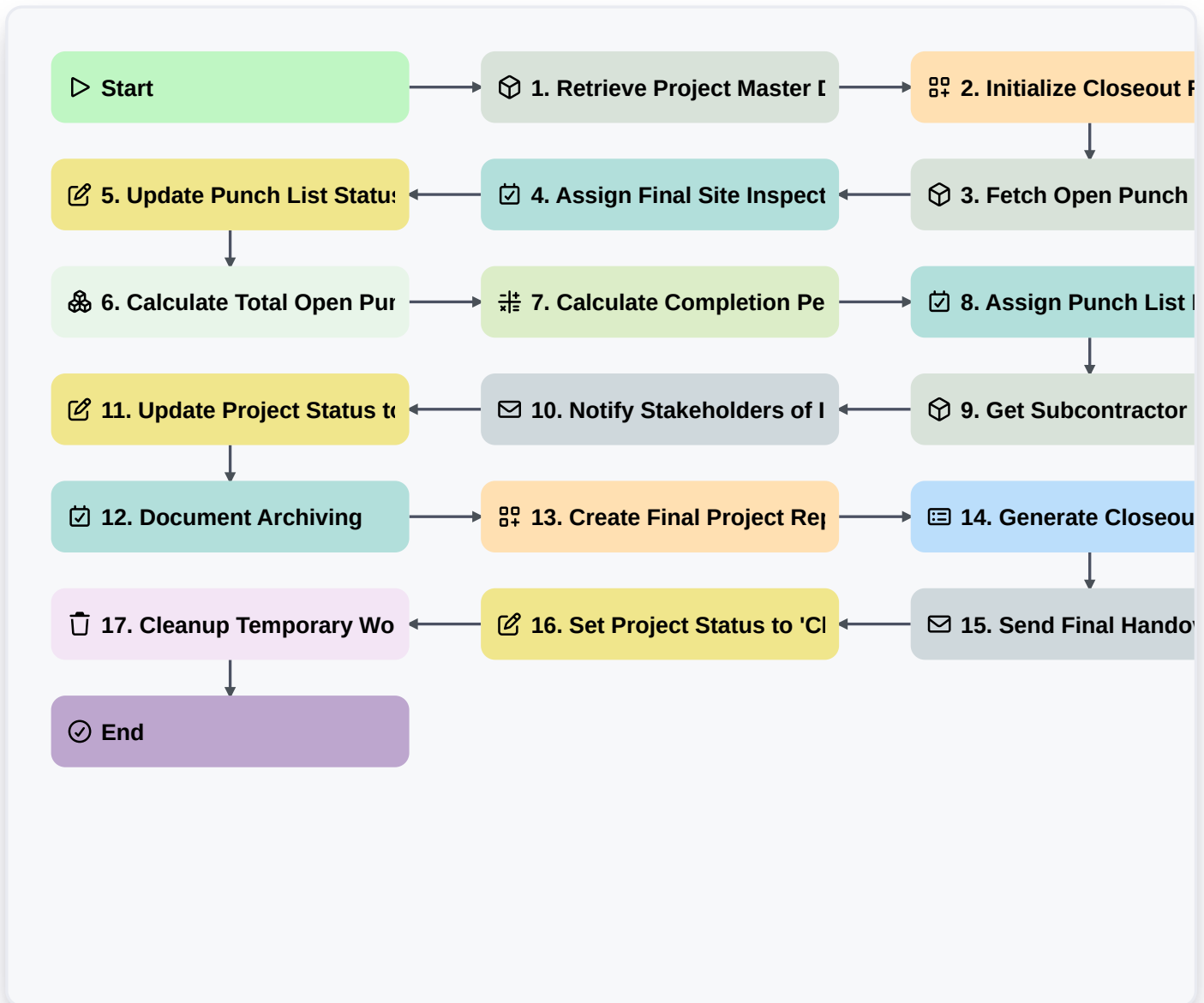


Project Closeout And Punch List Management



Start

Start of the Workflow/Process.

1. Retrieve Project Master Data

Fetch project details (Project Name, Client, End Date) from the Project Data Model to populate the closeout record.

2. Initialize Closeout Record

Create a new entry in the Project Closeout Data Model to track the progress of the decommissioning process.

3. Fetch Open Punch List Items

Retrieve all active tasks and entries from the Punch List Data Model that are not yet marked as 'Resolved'.

4. Assign Final Site Inspection

Create a task for the Site Manager to conduct a final walkthrough and verify all physical works are complete.

5. Update Punch List Status

Update the status of specific punch list entries to 'Verified' once the inspection task is completed.

6. Calculate Total Open Punch List Items

Count the total number of remaining unresolved entries in the Punch List Data Model.



7. Calculate Completion Percentage

Execute formula: (Resolved Items / Total Items) * 100 to determine the project's closure readiness.

8. Assign Punch List Remediation

Create tasks for subcontractors/technicians to address the specific items identified in the inspection.

9. Get Subcontractor Contact Info

Retrieve contact details from the Vendor Data Model for all parties involved in the punch list items.

10. Notify Stakeholders of Inspection

Send an automated email to the Project Manager and Client notifying them that the final inspection is scheduled.

11. Update Project Status to 'Closing'

Change the status field in the Project Data Model from 'Active' to 'In Closeout'.

12. Document Archiving

Create a task for the Project Admin to ensure all manuals, warranties, and as-built drawings are uploaded.

13. Create Final Project Report Entry

Create a summary entry in the Archive Data Model containing the final project metrics.

14. Generate Closeout Summary Report

Generate a PDF report containing the final punch list resolution stats, total costs, and completion dates.

15. Send Final Handover Package

Send an email to the Client containing the link to the Final Project Report and the completed Punch List.

16. Set Project Status to 'Closed'

Update the Project Data Model status to 'Closed' to trigger the end of the project lifecycle.

17. Cleanup Temporary Work Orders

Delete temporary/adhoc work order entries that were only created for the duration of the punch list phase.

End

End of the Workflow/Process.