A drawing of a face

Description automatically generated

**Diocesan Education Service Post Completion Review of Capital Projects**

**To be completed by a senior member of school staff following project completion on your school site**

School name & address:

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Project Title:

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Consultant details (management of the project):

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Date review completed:

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What were the project objectives and original scope of project works (for example to provide a dry and warm environment, re-roof the main school hall; to provide suitable, sufficient and fit for purpose pupil/staff toilets etc.):

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Was the project completed within originally agreed timescales (Y/N) if not, were you kept up to date about revised timescales and reasons for the delay to completion?

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What was the original project budget, including professional consultancy fees?

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Was the project delivered to the original budget? (Y/N) If not, were you kept informed of variances to cost and the reasons why?

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Were regular meetings held to discuss project progress? (Y/N)

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Were you provided with handover documentation at the end of the project, for example maintenance manuals, copies of any guarantee’s? for example, roof covering guarantee’s; maintenance regime for electronic gates etc. (Y/N)

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Were you satisfied overall with management of the project by your Consultant? (Y/N) if no why not?

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Who was your appointed Contractor that carried out the work?

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Were you satisfied overall with the project delivery by your Contractor? (Y/N) if no, why not?

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Any other comments or feedback that you would like to provide?

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Review completed by, name and position held:

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Please return this completed review to the Diocesan Education Service for the attention of:

Toni Guest

Deputy Director

Diocesan Education Service.

Copied to Sharon Leahy.

Email:

[t.guest@bdes.org.uk](mailto:t.guest@bdes.org.uk)

[s.leahy@bdes.org.uk](mailto:s.leahy@bdes.org.uk)

Thank you for taking the time to complete this review which will support the DES in quality assuring the management and delivery of projects on school sites.