

		National Defence Défense Nationale	Back to the DID List
DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES			
1. TITLE – TITRE		2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION	
Project Quality Checklist		DID 15.10.5	
3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET			
The purpose of the Project Quality Checklist is to validate that projects meet requirements.			
4. APPROVAL DATE DATE D'APPROBATION	5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)	6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT	
TBD	NWSO Technical Authority (TA)	N/A	
7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE			
Related CDRL 15.10.5 and SOW paragraph 15.10.5 refer. This DID contains the format and content preparation instructions for Project Quality Checklists as described in the NWS O&M SOW.			
8. ORIGINATOR - AUTEUR		9. APPLICABLE FORMS - FORMULES PERTINENTES	
NWSO TA		NIL	
10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES			
10.1 The Project Quality Checklist template must provide for validating the quality of information on the project file related to the design, workmanship and materials, licences and permits, coordination and commissioning, project cost estimates and the project schedule.			
10.2 Tailor the Project Quality Checklist and the assessment procedure to the needs of each project to be reviewed prior to project execution. Complete the Project Quality Checklist at project completion. Provide for inclusion of performance data and an assessment of cost estimate, schedule and scope results obtained against plan and submit the tabulated responses to the Project Quality Checklist, including an analysis of results and recommendations for rectifying deficiencies.			
10.3 Include applicable documentation in the Project File, ensuring that as-built drawings are provided at the end of each project and that building drawings are current.			
10.4 Conduct a project file review, complete the tailored Project File Checklist and ensure the Project File is complete.			
10.5 Demonstrate project completion and: <ul style="list-style-type: none"> • Use a Generic Project Completion Survey for each Project Category to measure RP-TA satisfaction with project delivery services; • Tailor the Project Completion Survey to the needs of each project to be surveyed prior to project execution; • Conduct project completion surveys, including interviews with commissioning managers, for base-building projects; and • Submit responses to project completion surveys, including an analysis of results and recommendations for further action to rectify deficiencies. 			
10.6 Document lessons learned, ensuring that these are shared across the Contractor's project delivery services organization.			