

ENGINEERING & CONSTRUCTION RISK INSTITUTE

Document number: ECRI-PE-001 (DESC)	A Structured Approach to Post Mortems, Close-Out Reports and Lessons Learned	Page: 1 of 1
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Purpose: This document defines the recommended approaches to disseminate, document and share, in a systematic, structured manner, the information which is available at the completion of a Project or at Proposal completion, whether or not this has resulted in contract award or loss to a competing party.

Introduction: For Projects being completed, contrary to this being thought of as the last step in the Project implementation cycle, this is actually the point where a contribution to future success and sound Risk Management actually begins. Before embarking upon any new Proposal, part of the pre-bid Risk Management Process should cause us to ask ourselves questions along the lines of – what happened last time?, what worked well?, what didn't go well?, what happened with this particular Client?, what happened at this particular Site, Area, Region, Country or Project-Type or Size or Similar or Technology or Contract type? Were our "As-Sold" Estimate Allowances, Contingency, Risk Allowances and Funded Liabilities adequate or deficient? Did Contract clauses which we found acceptable at signing, in the event, actually "eat our lunch"? The best source of all of this information and data is in a properly prepared and readily retrievable Project Close-Out Report and Summary of Lessons Learned from previous work.

In this document we examine below what ECRI considers to be an outline of Best Practice for Proposal and Project Close-Out / Lessons Learned reporting.

ECRI Description file – The complete version if this document is located in the Sponsors Resources area of this website and requires a Sponsors Login to access.

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