INTERNAL MEMORANDUM

**TO:** PROGRAM MANAGER, TITLE, File

**FROM:** CITY PROJECT ENGINEER, TITLE

**DATE:**

**RE:** PROJECT NAME (CONTRACT NO.) Post Construction Review

**Attendees:** LIST THOSE INVOLVED IN REVIEW

**Project Name:**

**Project Description:**

**Designer:**

**Contractor:**

**Contract Number:**

**Engineer’s Estimate:**

**Contract Bid Amount:**

**Accepted Final Amount:**

* **Breakdown by CIP:**

**Work Change Directive:**

LIST EACH WCD, ITS COST, AND BRIEF DESCRIPTION

**Contract Schedule:**

**Early Start Date:**

**Actual Start:**

**Actual End:**

**Milestones:**

**Walk Thru:**

**Project Issues**

* LIST MAJOR CONSTRUCTION ISSUES AND THEIR CAUSES

**Items added to Project**

* BRIEF DESCRIPTION OF MAJOR ADDS TO PROJECT

**Lessons Learned for Future Projects**

* BRIEF LIST OF LESSONS WHICH CAN BE CARRIED INTO FUTURE PROJECTS

CITY PM SIGNATURE

cc: