

EXAMPLE Exit Strategy Meeting

Attendees:	Present?
Project Manager _____	<input type="checkbox"/>
Superintendent _____	<input type="checkbox"/>
Assistant Superintendent _____	<input type="checkbox"/>
Project Engineer _____	<input type="checkbox"/>
Project Administrator _____	<input type="checkbox"/>
Construction Manager _____	<input type="checkbox"/>
Accounting _____	<input type="checkbox"/>
Other _____	<input type="checkbox"/>

The Purpose of the Exit Strategy Meeting: Ensure personnel understand remaining, outstanding items and responsibilities to achieve project completion

Item	BIC	Date Due	Date Completed
Collect, Document, Distribute Meeting Notes To Team and Project Files			

PROJECT JOB # DATE
 REVISION

Field, Office, or Both	Item Description	Required Item? Yes or No	Comments, Status and Action Items	BIC	Date Due	Date Completed
Both	As-Builts					
Field	Commissioning Documents					
Field	Commissioning					
Field	Completion Strategy					
Field	Current Plans					
Field	Demobilization Date					
Field	End Game / End Goal					
Field	Foreman/GF Open Items Lists					
Field	GC Punch List					
Field	Inspections					
Office	Introductions to Service Department					
Field	Labor Hours to Completion					
Field	Labor Tracking Documents					
Field	Manpower (Required Quantity and Skills)					
Office	O&Ms					