



C7. Checklist for Stage 5: Post Completion Review

The following provides a checklist for proponents to use during Stage 5.

Proponents are encouraged to contact Infrastructure Australia for clarification on any part of this checklist, or for additional guidance in preparing a submission.

Infrastructure Australia can be contacted via email on mail@infrastructureaustralia.gov.au, or telephone on (02) 8114 1900.

C7.1 Step 1: Planning for Post Completion Reviews

Planning for a PCR should be undertaken during the business case development phase.

Table 23 Describe the Post Completion Review and how it will be implemented

Key questions	Complete?
Is a PCR required for the project?	
Has a project plan been developed for how the PCR will be undertaken?	
When will the initial and subsequent PCRs be undertaken?	
Has the proponent identified the data organisation, capture and storage requirements that will make it easier for reviewers to gather the data and information at the time of completing the review?	
Has the responsibility for capturing and storing the information been assigned to a role or unit?	
Have the documents and information from the project planning phase been collated and stored in an accessible location? (e.g. the final business case, economic analysis, cost estimates, benefit realisation plan)	
Has a reporting template been prepared to capture information during project delivery? The template should capture information and data on the final costs, the timeframes, changes in scope, risk management processes, achievement of intended strategic objectives, and other issues that occur.	
What metrics will be used to review the project's actual outcomes against the forecasts, and have they been included in the reporting template?	
Who will be responsible for undertaking the PCR?	
What skills will the reviewer require to undertake the PCR?	
How will the forecast and actual project benefits and costs be collected and recorded?	

C7.2 Step 2: Supporting data for Post Completion Reviews

Infrastructure Australia requests project proponents to provide the data listed in C7.2 after the project is commissioned, even if it is partial and incomplete.

Table 24 *Supporting data checklist*

Key data	Complete?
Forecast and actual project delivery costs and timeframes	
Forecast and actual infrastructure performance data	
Forecast and actual operating and maintenance data	
Forecast and actual benefits	
Forecast and actual performance metrics	

C7.3 Step 3: Completing the Post Completion Reviews

Table 25 *What needs to be done to complete the Post Completion Review*

Key questions	Complete?
Has the documentation been collected and reviewed?	
Have interviews been undertaken with the project delivery team?	
How well do the outcomes from the document review and the interviews compare? Are there any discrepancies that need to be explored further?	
If required, has a further interview been undertaken with the project delivery team for clarification?	
Should the subsequent review be more independent or detailed, depending on the project's complexity, or due to findings that have emerged in the initial review?	
Was the information and method used in the initial review adequate, and therefore, should be used in subsequent reviews, or is an alternative baseline and/ or approach more appropriate?	
Have the key findings and recommendations from the PCR been identified?	
How will the key findings and recommendations from the PCR be disseminated, so that other people can learn from the experience and findings from the project?	
If reporting findings collectively from multiple projects, has it been decided which projects will be selected to draw collective findings from?	