**S.E. Region DQI Review/Project Closeout**

**ID: - ­­­­­­­Title**

**STH**

**\_\_\_\_\_\_\_County**

**Date: \_\_\_\_**

**Time: am/pm**

**Location: \_\_\_\_\_\_\_\_**

**Call in Line: ## Access Code: ## Host Code: ##**

**Facilitator:** **Construction Project Manager** –

**ATTENDEES:**

**Required:** **Design Supervisor, Design Project Manager, Design Leader(s),**

**Construction Supervisor, Construction Project Manager, Construction Project Leader(s)**

**Optional:** **Construction Services (Scott Anderson), Design Services (Steve Chojnacki), Ad-Hoc (topic specific – TSS, Operations, Planning), Project Services**

**TOPICS:**

* **Design Quality Index (DQI)**
* **Final Change Management Report**
  + **Review significant overrun/underrun quantities**
  + **Review significant change orders (request by others, etc.)**
* **Knowledge Exchange**
  + **Review project issues**
  + **Review project coordination (with design, construction, Ad-Hoc, etc.)**
  + **Identify knowledge exchange items to be shared with others**
* **Review Miscellaneous Items**
  + **Open Associated IDs**
  + **Purchase Orders**
  + **State Furnished Items**
  + **E&O Process**
* **Action Items**