



PROJECT CLOSE OUT PROCESS

CPP Project Design Manager

*Confer with Construction Administrator; Confirm Project Completion
Update PITS*

CPP Construction Administrator

*Confirm Project Completion
Finalize Team Evaluations and Submit to OSA
Send completed HPBr Checklist to OSA*

In PITS:

*Go to Master Project Overview
Select link to "Enter Archive Data" and enter archiving approval date
Get Master "Printable View" tracking sheet
Go to Master SBC 1 forms
Get a Master SBC 1 form "Printable View"
Fill out P.0961 with initials, date, and SBC Number
Send P.0961, tracking sheet, and SBC 1 form to CPP Accountant*

CPP Accountant

*Reconcile PITS
Print project file report
Note funds to liquidate on P.0961
Enter*

