

1001 – Lessons Learned Workshop

At the discretion of the Division of Engineering and Contract Administration and prior to Final Completion, the Commissioning Authority may schedule a Lessons Learned Workshop. The workshop will evaluate the Project, process, and results by identifying what worked, what did not work, and what needs improvement. The Lessons Learned Workshop is attended by the Commissioning Team for the Project. These attendees may include:

- Using Agency Representative
- Other interested personnel from the Using Agency (e.g. maintenance staff)
- Project Manager
- Construction Specialist
- Commissioning Authority
- Architect-Engineer
- Contractor
- Sub-contractors
- Testing agencies
- Vendor representatives
- Other interested parties, as deemed appropriate by the Project Manager

The Commissioning Authority and/or the Architect-Engineer will record minutes and distribute to Commissioning Team members and to workshop attendees within five (5) workdays of the event.