



## FINAL PROJECT REPORT

TO: Pat Gamble  
President

THROUGH: Kit Duke  
AVP Facilities and Land Management

THROUGH: (insert Name)  
Chancellor

THROUGH: (insert Name)  
Vice Chancellor

THROUGH: (insert Name)  
Associate Vice Chancellor

THROUGH: (insert Name)  
Director

FROM: (insert Name)  
Project Manager

DATE: (insert Date)

SUBJECT: Project Type: (Indicate if this is DM or Minor R&R Project)  
Project Name: (insert Project Name)  
Project No.: (insert MAU Project Number)

cc:



## ***Final Project Report***

**Name of Project:** *Project Name*  
**Project Type:** *DM, NC, R&R, Renovation (select the appropriate one(s))*  
**Location of Project:** *MAU, Campus, Building Name and Number, City*  
**Project Number:** *#####*  
**Date of Report:** *Month, day, year*

### **INTRODUCTION**

A Final Project Report (FPR) is required for all projects with a total project cost in excess of \$250,000 that has progressed beyond the Preliminary Administrative Approval stage of the Capital Project Development process. This report must be completed and submitted no later than 90 days after the warranty period ends.

The FPR represents termination of the capital project development process as a result of project completion, abandonment, discontinuation, shelving with no further action anticipated for a considerable time, or consolidation with another project or projects in accordance with Regents Policy. The FPR should provide an executive overview of a capital project with supporting detail to allow the University to accurately report to Federal, State, University and other parties on the outcome of a project. The FPR must include a variance report identifying any significant changes in scope, budget, schedule, funding plan, operating cost impact, or other cost considerations since issuance of the construction contract award report, and an explanation of any significant circumstances surrounding project completion or its discontinuance.

### **BODY OF REPORT**

#### **Project Abstract**

*Insert text to describe the nature of the project to include the original project scope, details on the purpose of the project, how the project accomplished the stated purpose,*

#### **Reason for Project Termination**

*Insert text to provide a brief explanation of the manner of termination of the project. Examples: Project completed successfully, abandoned due to lack of funding or program support, shelved awaiting adequate funding, project consolidated with project (name) for (reason).*

#### **Variance Report**

*Insert text to summarize any significant changes in project scope, budget, schedule, funding plan, operating cost impact or other cost considerations since issuance of the construction contract award report or the last Project Change Request and an explanation of any significant circumstances surrounding project completion or its discontinuance.*

#### **Final Funding Report**

*Insert text that describes how the project was funded, identifies additional funding sources if any were required, indicates the reallocation of any fund balances, what funding will be required to complete any*

*scope that could not be completed with the funding available, how the remaining phases will be funded if the project was phased, etc.*

#### Annual Facility Costs

Facilities Costs:	Projected Amount	Actual Amount
Maintenance & Repair	\$000,000	\$000,000
Utilities	\$000,000	\$000,000
Operations	\$000,000	\$000,000
<b>Projected vs. Actual Annual O&amp;M Cost</b>	<b>\$000,000</b>	<b>\$000,000</b>
 <u>Annual Renewal and Replacement deposited into Fund 7 or UBF</u>		<u>\$000,000</u>
<b>Total Actual Annual Costs</b>		<b>\$0,000,000</b>

#### Total Project Cost and Funding Sources

*(list each funding source)*

Allocated Funding Title	Fund Account	Amount
FY## Capital appropriation	#####-#####	\$0,000,000
FY## Capital DM&R Funding	#####-#####	\$0,000,000
FY## Operating Funds	#####-#####	\$0,000,000
<b>Total Project Funding</b>		<b>\$0,000,000</b>
 <b>Final Project Expenditure</b>		 <b>\$0,000,000</b>

#### Final Project Schedule

##### DESIGN

Project Initiation	Date
Preliminary Administrative Approval	Date
Conceptual Design	Month/year through Month/year
Formal Project Approval	Date
Schematic Design	Month/year through Month/year
Schematic Design Approval	Date
Construction Documents	Month/year through Month/year

##### BID & AWARD

Bid Period	Month/year through Month/year
Construction Contract Award	Date

##### CONSTRUCTION

Start of Construction	Month/year
Construction Complete	Month/year
Date of Beneficial Occupancy	Month/year
Warranty Period	How long

#### Project Delivery Method Used

Design-Build, Design, Bid, Build, CM@R, Term Contract, etc.

#### Project Team

Design Team  
Construction Contractor  
Major Subcontractors

#### Project Review Results

*Attach a copy of the final audit, if one was completed, or insert text that describes the lessons learned during this project, recommendations for future projects, etc.*

**Supporting Documents**

Final Project Budget

CM@R Audit Report, if applicable

# Final Project Budget

UNIVERSITY OF ALASKA		
Project Name:		
MAU:		
Building:		Date:
Campus:		Prepared by:
Project #:	Acct #(s):	
Total GSF Affected by Project:		
<b>PROJECT BUDGET</b>	SDA Budget	Final Budget
<b>A. Professional Services</b> Advance Planning, Program Development Consultant: Design Services Consultant: Construction Phase Services Consul: Extra Services (List: _____) Site Survey Soils Testing & Engineering Special Inspections Plan Review Fees / Permits Other  Professional Services Subtotal		
	0	0
<b>B. Construction</b> General Construction Contract(s) Other Contractors (List: _____) Construction Contingency  Construction Subtotal		
	0	0
<i>Construction Cost per GSF</i>	<i>#DIV/0!</i>	<i>#DIV/0!</i>
<b>C. Building Completion Activity</b> Equipment Fixtures Furnishings Signage not in construction contract Move-Out Costs Move-In Costs Art Other (Interim Space Needs or Temp Reloc. Costs) OIT Support Maintenance Operation Support  Building Completion Activity Subtotal		
	0	0
<b>D. Owner Activities &amp; Administrative Costs</b> Project Plng, Staff Support Project Management Misc. Expenses: Advertising, Printing, Supplies, Etc.  Owner Activities & Administrative Costs Subtotal		
	0	0
<b>E. Total Project Cost</b>	0	0
<i>Total Project Cost per GSF</i>	<i>#DIV/0!</i>	<i>#DIV/0!</i>
<b>F. Total Appropriation(s)</b>		