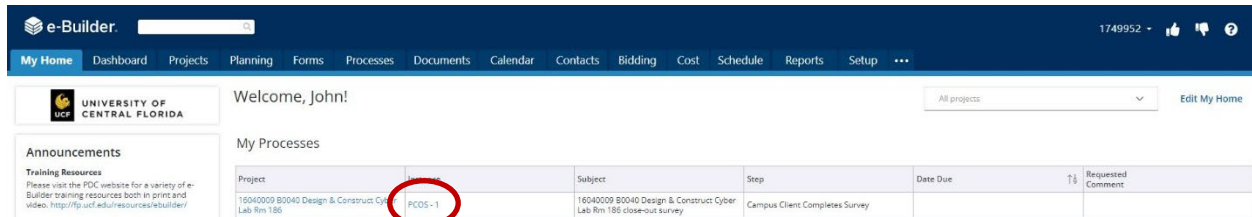


Completing the Project Close-Out Survey

As a project nears completion, the UCF PDC Project Manager will invite the client to fill out the Project Close-Out Survey in e-Builder. These surveys are used by PDC to determine how well the department is meeting the client’s needs. It is important that they are filled out in a timely manner.

To complete the Project Close-Out Survey (PCOS):

- 1) In e-Builder, go to “My Home”. You will see the PCOS in your workflow under “My Processes”. Click on PCOS-1 to open the survey.



- 2) Complete the survey. Leaving additional feedback is optional but appreciated. When complete, click the Take Action button at the bottom of the page.

*** PM Communication:** How satisfied are you with the methods of communication that the project manager used to communicate with you (in person, e-mails, phone calls)?

Did not meet expectations
 Met expectations
 Exceeded expectations

*** Progress Communication:** How well did the project manager communicate project progress?

Did not meet expectations
 Met expectations
 Exceeded expectations

*** PM Coordination:** How well did the project manager coordinate the estimated schedule, changes, delays, and/or interruptions?

Did not meet expectations
 Met expectations
 Exceeded expectations

*** PM Coordination 2:** How well did the project manager communicate the project cost estimate, minor project proposals, and increases/decreases (time, fully)?

Did not meet expectations
 Met expectations
 Exceeded expectations

*** PM Questions:** How well did the project manager respond to your questions and address your concerns (timely, fully)?

Did not meet expectations
 Met expectations
 Exceeded expectations

*** Needs Met:** How well did the completed project meet your needs?

Did not meet expectations
 Met expectations
 Exceeded expectations

*** FPC Leadership Communication:** How well did FP&C leadership communicate with you regarding requests for project prioritization, completion, or other project concerns?

Did not meet expectations
 Met expectations
 Exceeded expectations
 N/A

Additional Feedback: Please provide additional feedback related to your project including specifics for items wherever PM or FP&C leadership exceeded or did not meet expectations.

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- 3) The PCOS is submitted to PDC management for review. Thank you for allowing us to assist you with your recent project. Your opinion matters to us and we welcome your feedback on how we did.