

Parish:

Project Name:

Use this checklist to support decisions made by the pastoral council regarding major capital renovations, replacements, expansions and/or purchases. Typically this includes non-operational expenditures over \$5,000. Expenditures over \$15,000 require the approval of the Bishop. It is good practice to maintain a project folder that includes all the documents related to the project including: project plan, all approvals, all quotes, invoices, warranties etc.) for subsequent review.

Project Description:

CHECKLIST

Phase	Requirements	Y	N	Notes	Date approved	Supplementary Comments / guidelines
A. General						
1	Was project budgeted in parish's annual budget?	☐	☐			Good practice recommends that parishes have a capital/maintenance plan with a 5 year outlook. This allows the parish to plan in advance of the expenditure and include in the upcoming budget which should be approved by parishioners.
2	Is project of a critical nature or discretionary?	☐	☐			Confirm if this is a planned expense or breakdown; sometimes if there is an emergency, work may be required prior to approval process
3	Have adequate funds been allocated to this project?	☐	☐			Confirm where the funding is drawn from (operating account or other funding)
4	Is funding expected from other sources (i.e. grants)?	☐	☐			Provide sources of funding (including capital campaign)
B. Project Plan						
1	Who is responsible for the project from the parish?	☐	☐			Authorize the project committee to make decisions on behalf of the Council
2	Is the scope of the project clear?	☐	☐			Confirm the critical deliverables and clarity for vendor quotations
3	What is the budget for the whole project?	☐	☐			attache the budget
4	When is the project to start / end?	☐	☐			
5	Have at least quotes from two sources received?	☐	☐			Document the review process for evaluating the vendor quotes. Vendors must have insurance and WCB coverage for their employees/contractors according to industry standards
6	Are quotes/scope similar in nature?	☐	☐			Where vendors quote on different factors/approaches; consider getting another quote or a professional opinion
7	Are warranties provided?	☐	☐			Evaluate the warranties and consider in vendor selection decision
8	Committee recommendation documented	☐	☐			Prepare/present to the Pastoral Council/Finance Council for approval

Capital Project Management Checklist

Eparchy of Edmonton

Phase	Requirements	Y	N	Notes	Date approved	Supplementary Comments / guidelines
C. Approvals						
1	Pastoral Council/Finance Council approved project?	☐	☐			Ensure approval is included in the Council minutes
2	If budget is over \$5,000, is approval required from the parishioners (refer to parish bylaws)?	☐	☐			Ensure approval is included in the Council minutes. Note project cost is considered in its entirety. Splitting of invoices under the \$5k threshold is not acceptable practice
3	If budget over \$15,000 require approval from the Bishop	☐	☐			Ensure a copy of the letter of approval is obtained and filed
D. Project Execution						
1	Project schedule approved?	☐	☐			Keep for project management
2	Project team milestone(s) walkthrough confirmed?	☐	☐			
3	Invoice review/payments confirmed?	☐	☐			Keep all invoices for filing including payment schedule
4	Holdbacks confirmed with vendors?	☐	☐			Manage holdbacks and release on due date. Note: holdbacks must be held in trust and funds cannot be used for any other purpose
5	Change requests required?	☐	☐			Consider which change requests must be approved by the Committee or Pastoral Council; this may refer to cost of change request or nature of change request
6	Issues identified/documented/resolved?	☐	☐			Document both changes to costs and schedule
7	Project complete.	☐	☐			
E. Project Close Out						
1	All project documents received?	☐	☐			Include a general summary of the project and benefit for the parish.
2	Budget to Actual presented and reconciled?	☐	☐			
3	Holdbacks released?	☐	☐			
4	Warranties in place?	☐	☐			
5	Warranty walkthroughs scheduled?	☐	☐			Best practice to add calendar item for followup walkthrough prior warranty expiring
6	Final report presented to pastoral council?	☐	☐			
7	Obtain Operations & Maintenance Manuals &/or Spare Parts (where available)	☐	☐			Ensure confirmation of maintenance for warrenties is confirmed and followed
8	Final documents filed/archived?	☐	☐			Retain all documents for subsequent review.