Attachment 9.1
PROJECT CHECKLIST

PLANT KINGSTON PCN KIF-353

PROJECT NAME _____

PROJECT TEAM SPONSOR: _____ PROJECT TEAM LEADER: _____

TEAM MEMBERS: _____ _____ _____

_____ _____ _____

The Team Leader shall utilize this checklist to document completion of each action or deliverable by placing the date or "N/A" in the appropriate blanks. The signed checklist (to date) shall be included in all project submittals requesting approvals or authorizations and in the project report delivered to the Fossil Project Evaluation Panel following project closure.

ACTION OR DELIVERABLE DESCRIPTION		DATE COMPLETE
1.0	**Project Development**	
1.1	Root cause analysis completed	_____
1.2	Project team initiated, members assigned, and team leader designated	_____
1.3	"Best" solution identified	_____
1.4	Project benefits quantified and measurement indicator identified	_____
1.5	I/A Summary completed	_____
1.5	Project entered into the FPG Projects database and PCN obtained	_____
1.6	Project development schedule finalized and entered into the FPG Projects and Outage Schedule.	_____
1.7	Preliminary Engineering scope and cost estimate developed	_____
1.8	Preliminary engineering authorization package developed for presentation to the business unit manager	_____
1.9	Preliminary Engineering authorized (BU and FPEP, if required)	_____
1.10	Preliminary Engineering work authorization documents issued	_____
2.0	**Preliminary Engineering**	

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2.1	Project objectives and design basis established	_____
2.2	Targeted improvement to total project cost and/or schedule selected in accordance with the Project Baselining/Improvement Process	_____
2.3	Perform walkdown to confirm actual configuration	_____
2.4	Project scope and detailed Final Engineering scope developed	_____
2.5	Long-lead procurements identified, costs included in estimate, and responsibilities assigned for each	_____
2.6	Project milestone schedule developed	_____
2.7	Identification of expected benefits from proposed design and parameters to be baselined and measured to validate claimed benefits	_____
2.8	Estimate of implementation resource (manpower by craft) needs	_____
2.9	Total project cost estimate developed	_____
2.10	Environmental review checklist complete	_____
2.11	All permitting identified and included in milestone schedule	_____
2.12	Project Justification form developed	_____
2.13	Joint Project Team review of preliminary engineering design for applicability, constructability, maintainability, and operability	_____
2.14	Project approval package assembled	_____
2.15	Project approved by business unit manager	_____
2.16	Project approved by FPEP	_____
2.17	Project schedule entered into the FPG milestone schedule and site integrated schedule and update FPG Projects Database	_____
2.18	Assemble and submit final engineering authorization package	_____
2.19	Final Engineering and procurement of Long Lead Material approved	_____
2.20	Final Engineering work authorization documents issued (memorandum and EMPAC work order).	_____

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3.0 Final Engineering and Long Lead Procurement

3.1	Phase I package reviewed by JPT, and any updates agreed to by JPT prior to start of detailed design. Final scope of the project developed.	_____
3.2	Long-lead/major procurement contracts let and fabrication quality control plan implemented.	_____
3.3	Spare parts/obsolete material: Agreement reached with plant and parts ordered/removed from inventory.	_____
3.4	Material lists issued.	_____
3.5	Constructability/maintainability/operability review by project team complete.	_____
3.7	PDL issued to implementer.	_____
3.8	Project cost estimate updated based upon detailed design.	_____
3.9	Phase III Level 3/4 resource-loaded schedule.	_____
3.10	Prepared Environmental Decision Record received and utilized in work plan.	_____
3.11	Permits requested and obtained.	_____
3.12	Economic analysis updated, if required, utilizing latest estimates of costs and benefits.	_____
3.13	Project team concurs in staffing for field engineering and field technical support functions as defined in 10.1.	_____
3.14	Project team concurrence to proceed.	_____
3.15	Project team evaluates its performance and effectiveness.	_____
3.16	System tuning plan completed.	_____
3.17	Operations/maintenance training requirements determined.	_____
3.18	All PM's and operating procedures changes identified by JPT.	_____
3.19	System parameters to be baselined are finalized, and all post-outage testing identified.	_____
3.20	Startup plan complete.	_____

4.0 Implementation, Return-to-Service, and Project Closure

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4.1	Plant manager approves proceeding with implementation.	_____
4.2	Implementation work authorization memorandum and project authorization issued to implementers (Partner, Power Service Shops, or Others).	_____
4.3	Environmental commitments implemented.	_____
4.4	Long-lead materials received.	_____
4.5	Project equipment received and set up.	_____
4.6	Project tools ordered and received.	_____
4.7	Work staging areas established.	_____
4.8	Lay-down areas established.	_____
4.9	Material staged.	_____
4.10	Nondestructive testing plan in place.	_____
4.11	Subcontracts in place.	_____
4.12	Quality control inspection holdpoints identified.	_____
4.13	Project CPM schedule integrated into outage schedule if applicable.	_____
4.14	Staffing plan, craft availability verified, craft orientation/training plans in place.	_____
4.15	Pre-outage plan in place and "on-schedule."	_____
4.16	Contingency plan in place.	_____
4.17	Emergency contacts identified.	_____
4.18	Restart/system test plan.	_____
4.19	Project turnover/punchlist established.	_____
4.20	Equipment labeled per Plant Labeling	_____
4.21	All project drawings are accurate and issued as "As-Constructed".	_____
4.22	Recommended as-built drawing files transferred to Production Engineering.	_____

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4.23	Punchlist/post-tuning of systems complete.	_____
4.24	System testing completed.	_____
4.25	Project benefits measured and compared to plan.	_____
4.26	As-Constructed documentation and drawings completed by FES and issued.	_____
4.27	Project evaluation by Joint Project Team, applying lessons learned process.	_____
4.28	Root cause analysis on any performance indicator variances which are out of limits.	_____
4.29	Project Completion Notice to Production Manager, Support.	_____
4.30	Project documentation to Records Unit in Technical Support.	_____
4.31	Startup team established, startup plan reviewed.	_____
4.32	All PMs entered into plant EMPAC.	_____
4.33	All operating procedures updated.	_____

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