

Projectjournal

Projectjournal for: _____

Project responsible	
Journal number	
Trade form	
Case established date	
Bidding date	
Bidding accepted	
Start of Construction	
Handed over	
1. year inspection	
5. year inspection	
Client	
Architect	
Engineers	
Subcontractors	
Employees on the project	
In the bidding phase	
In the construction phase	

Risk Assessments:

Risk-level	Project parties Compl. assessment of parties reliability, competence and prof. experience	Project material	Technical risks	Own organization	In construction period
1 Small risk	Good exp./ good prof. competence/ financial sound partner	Excellent well worked out material	Few risks/known tested technology and working procedures etc.	Good experience / good competence / enough resources	Small risk
2	-	-	-	-	-
3 Some risk	Medium	Normal standard	Normal	Medium	Medium
4	-	-	-	-	-
5 High risk	Low exp. / unknown comp./unknown financial ability	Defective / confusing	New technology / new work methods/ Many risks	Poor experience etc	High risk

Acceptable risk
 Risk reducing measures considered
 Not acceptable risk need specific consideration

Assessment of project

Riskareas	1. Preliminary assessment	Remarks (elaboration)	Risklimiting measures / reservations, to be included in bid	2.Assessment of bid
A. Projektparties				
Client				
Consultants				
Suppliers				
Other contractors				
The projectteam				
Other				
Partsum, avarage (sum/6)				
B. Projectmaterial				
Project proposal				
Projectmaterial				
Contracts				
Other				
Partsum, avarage (sum/4)				
C. Technical risks				
Are specific risk information available		What?:		
Other:				
Partsum, avarage (sum/2)				
D. Own organization				
Ability to execute the assignment (resources and competencies)				
Other				
Partsum, avarage (sum/2)				
Sum (of avarage for item. A, B, C og D)				
Completed by:				

Assessments in the constructionperiod

Riskareas	1. Assessment	Remarks (elaboration)	Risklimiting measures to be implemented
Sum:			
Completed by:			

[illegible]

"Lessons learnt" from all phases of the buildingproject:

Riskareas	Remarks / Risklimiting measures or other, to be included in new bids or included in procedures at new buildingprojects.	Concluding assessment
A. Projectparties		
Client		
Consultants		
suppliers		
Other contractors		
The projektteam		
Other		
Partsum, avarage (sum/6)		
B. Projectmaterial		
Project proposal		
Projectmaterial		
Contracts		
Other		
Partsum, avarage (sum/4)		
C. Technical risks		
Were risk informations in the projectmaterial sufficient?		
Other		
Partsum, avarage (sum/2)		
D. Own organization		
Own proff. competence		
Other		
Partsum, avarage (sum/2)		
Sum (of avarage for item A, B, C og D)		

Generally regarding the buildingproject	
progress of constructionperiod	
Specific experiances related to	
Quality Management	
Working environment	
Environment	
Professional conditions	
Remarks:	
Completed by:	