

## Memo 8 – General Manager

**Subject:** Project Closeout - Paint Booth Installation Project

**From:** Scott Patton, General Manager

I'm pleased to share that the new paint booth is now fully installed, certified, and handed over to operations. After we worked through the unexpected obstacle mid-project, I'm really glad that the remainder of the project progressed smoothly (that almost never happens!). This was no small task, and I want to thank you for the dedication and teamwork that got us here. We're already seeing signs that the backlog is starting to ease, and this improvement will have a lasting impact on our production flow.

As we bring this project to a close, corporate has asked for a **Final Project Presentation**. This will be your chance to walk us through the full journey - how the project was scoped, planned, executed, the challenges you faced along the way, and how you ultimately delivered results. Just as importantly, it will be an opportunity to capture lessons learned that will guide future capital projects.

**Your presentation should contain:**

- **Executive Summary** (overview of the project)
- **Project Objectives & Problem Statement** (why the project was initiated)
- **Scope & Key Planning Elements** (scope, WBS, and major assumptions)
- **Baseline Performance Measures** (planned schedule and cost baselines)
- **Risk Register & Uncertainty Analysis** (risk matrix and cost uncertainty outputs)
- **Change Management Record** (your response to the unexpected change, decision-making process, and schedule/cost updates)
- **Final Performance Report** (variance analysis: actual vs. planned schedule and cost, shown with updated cost baseline diagram)
- **Lessons Learned Log** (what worked, what didn't, and recommendations for next time)

Keep in mind that your audience will include both technical and non-technical stakeholders, so focus on clear visuals, concise explanations, and key takeaways that showcase your adaptability and results. You may submit either a PowerPoint presentation or a recorded video (no longer than 10 minutes) - choose whichever format you believe best represents your work and would serve as a strong addition to your personal portfolio. I look forward to seeing your presentation at our upcoming corporate leadership session.

Thanks again for a job well done.

Regards,  
Scott