Project Closing Mastery for Construction Professionals

22 – 26 November 2026
Riyadh (KSA)



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Ref: 323005_237936 **Date:** 22 – 26 November 2026 **Location:** Riyadh (KSA) **Fees:** 4200 GBP

Course Description

This comprehensive 1-week course equips construction professionals with the knowledge and skills to execute flawless project closings. Participants will learn essential strategies, best practices, and tools to ensure successful project completion, documentation, and handover to clients.

Learning Objectives

- Master the project closeout process and its critical components
- Develop effective strategies for managing documentation and contracts
- Learn techniques for financial closure and resolving outstanding issues
- Understand best practices for client handover and satisfaction
- Acquire skills to improve organizational efficiency in project closing

Course Modules

Day 1: Introduction to Project Closeout

- Understanding the importance of project closeout
- Key components of the closeout process
- Roles and responsibilities in project closing
- Common challenges and how to overcome them

Day 2: Documentation and Contract Management

- Essential closeout documentation
- Managing and organizing project records
- Contract review and closure
- Utilizing digital tools for efficient documentation

Day 3: Financial Closure and Issue Resolution

- Final cost reconciliation and reporting
- Resolving outstanding financial matters
- Strategies for addressing punch list items
- Managing warranties and guarantees



Day 4: Client Handover and Satisfaction

- Preparing for final inspections
- Developing comprehensive operation and maintenance manuals
- Conducting effective client training
- Strategies for ensuring client satisfaction

Day 5: Organizational Efficiency and Continuous Improvement

- Streamlining the closeout process
- Implementing lessons learned for future projects
- Developing a closeout checklist and timeline
- Measuring and improving closeout performance

Practical Wins for Participants

- Create a comprehensive project closeout checklist
- Develop strategies to reduce time and costs in the closing process
- Improve client satisfaction through effective handover techniques
- Implement a system for continuous improvement in project closings

