

Capital Project Documentation Checklist

The Capital Project Documentation Checklist helps ministries and agencies record the key capital project documents in a project file; who should keep them; and where the documents are located. The checklist includes a broad range of information for a variety of projects. Smaller, less complex projects may not need all of the documentation listed. Please see the [Best Practice Guidance - Capital Project Documentation Checklist](#) for more information.

Document	Yes/NA	Who should retain the document	File Name	File Number	Dates	Storage Location
Legal Advice / Opinions		Ministry / Agency				
Freedom of Information and Protection of Privacy Act (FOIPPA) - Requests / Responses		Ministry / Information Access Office				
Vendor Complaint Review Process documents		Ministry				
Stakeholder Consultations		Ministry / Agency				
Public Communications (e.g. news releases)		Ministry / Agency				
Planning						
Project Board Charter / Terms of Reference		Ministry				
Project Board Materials (e.g. agendas, project materials and minutes)		Ministry				
Concept Plan - Approved Final		Ministry / Agency				
Design Documents		Ministry / Agency				
Value Engineering Report		Ministry / Agency				
Environmental reports and permits		Ministry / Agency				
Geotechnical, Archaeological Reports		Ministry / Agency				
Traffic Studies		Ministry / Agency				
Business Case - Approved Final		Ministry / Agency				
Treasury Board Submissions		Ministry				
Treasury Board Briefing Notes		Treasury Board Staff				TBS LAN - TB Decision Date
Treasury Board Decision Letters		Treasury Board Staff				TBS LAN - TB Decision Date
Procurement						
Property Acquisition Documents		Ministry / Agency				
Advisor RFPs and Contracts		Ministry / Agency				
Invitations to Quote/Tender (initial version released, addenda and final conformed version)		Ministry / Agency				
Request for Information (initial version released, addenda and final conformed version)		Ministry / Agency				
Request for Expressions of Interest		Ministry / Agency				
Request for Qualification (initial version released, addenda and final conformed version)		Ministry / Agency				
Request for Proposal (initial version released, addenda and final conformed version)		Ministry / Agency				
Notice of Intent		Ministry / Agency				
Direct Award Justification		Ministry / Agency				
Pre-Qualification for Selection Checklist of General Contractors and Professional Consulting Services		Ministry / Agency				
Response (RFQ) / Proposal (RFP) / Tender (Bid) Evaluation Criteria		Ministry / Agency				
Evaluation of Responses / Proposals / Bids (e.g. evaluation handbook, evaluation report)		Ministry / Agency				
Respondents / Proponent / Bidder communications including RFIs and requests for advance decisions (COI)		Ministry / Agency				
Material in Relation to Bidder or Collaborative Meetings		Ministry / Agency				
Notices to Successful / Unsuccessful Bidders (including debrief notes)		Ministry / Agency				
Fairness Advisor Reports		Ministry / Agency				
Due Diligence Committee Reports		Ministry / Agency				
Record of Reference Checks		Ministry / Agency				
Contract Award						
Contract Award (including signed contract)		Ministry / Agency				
Implementation						
Change Orders / Requests and Approvals		Ministry / Agency				
Work Schedules and Progress Reports		Ministry / Agency				
Risk Management (e.g. Risk Register)		Ministry / Agency				
Permits from Relevant Authorities		Ministry / Agency				
Payment Records / Invoices		Ministry / Agency				
Project Reports		Ministry / Agency				
Inspection & Acceptance forms		Ministry / Agency				
Deficiency Lists		Ministry / Agency				
Record Documents / As-Builts		Ministry / Agency				
Permitting / Final Permits		Ministry / Agency				
Post Project Review		Ministry / Agency				
Performance Indicator Report		Ministry / Agency				
Other Project -Related Audits / Reviews / Oversight / 3rd-Party Reviews		Ministry / Agency				