



BEFORE YOU BREAK GROUND: A Capital Project Kickoff Checklist

Capital projects often lose schedule and budget in three predictable places: constructability gaps that surface after drawings hit the field, automation planning that starts too late and bringing in operations teams only after the equipment is already bought.

Run through this checklist before kickoff to prevent these commonly overlooked factors from setting your project back.

CONSTRUCTABILITY

Review before drawings go to the field.

- ☐ Have 3D models and drawings been reviewed from a field perspective, not just a design perspective?
- ☐ Are field teams weighing in before issued-for-construction drawings, not after?
- ☐ For any modular or skid-mounted components, have transportation routes, bridge clearances and lift constraints been checked?
- ☐ Is there a documented, project-specific list of constructability questions with an owner assigned to each?

A CAPITAL PROJECT KICKOFF CHECKLIST

AUTOMATION & CONTROLS PLANNING

Define before programming starts.

- ☐ Is the controller platform and I/O count defined before programming begins?
- ☐ Do current specs account for memory limits and future expansion?
- ☐ Will the operator interface match systems your team already runs, or will it require retraining?
- ☐ Is remote monitoring and troubleshooting access planned for any location with limited or hazardous site access?

STAKEHOLDER INVOLVEMENT

Involve them before purchasing equipment.

- ☐ Have operations and maintenance teams reviewed equipment selections before purchase orders go out?
- ☐ Are end users part of design reviews, and not just final turnover?
- ☐ Do equipment choices align with your team's existing standards and training?
- ☐ Is a lessons-learned session scheduled for project close, not left to happen informally?

Jōb EPC Company is a Houston and Salt Lake City–based EPC firm specializing in engineering services for the refining, petrochemical, midstream and mining industries across the Gulf Coast and Mountain West.

Have a project in early planning?

Talk to JEPCO's engineering team before you break ground.

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