

Project Completion

James Linton, MiM, PmP, Cmbb, AAMIF

Sessional Instructor,

Civil & Environmental Engineering

University of Windsor

JLinton@Uwindsor.ca



University of Windsor

The Problem



Why Care



The Solution



Project Completion

- Contract Closure
- Lessons Learned
- Final Reporting
- Document Archival



Contract Closure

- Ensure that all documentation is up-to-date
 - Requirements may have changed
 - Completion of testing should be noted
- Provide formal notice that deliverables are satisfactory (or not)
- Release the project team
- Final Payments
- Post-project evaluations



Completion of all sub-plans

- Schedule
 - Budget
 - Risk
 - Procurement
-
- Evaluate Customer satisfaction



Document Archival

- Charter documents
- Scope statement
- Original budget
- Change documents
- DPCI ratings
- Manager's summary—lessons learned
- Final DPCI rating (see Budget Planning Chapter)



Project Completion Summary

- All contracts are signed off and closed
- Lessons Learned are documented
- Final Reporting goes to management
- Project documents are archived



The project
complete

Celebrate the

Acknowledg
consolidat



University of Windsor

Homework

- Study



Questions?

