

EPM 18 - Project Completion

Project Completion

1. Contract Closure
2. Lessons Learned
3. Final Reporting
4. Document Archival

Contract Closure

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

Completion of all sub-plans

1. Schedule
2. Budget
3. Risk
4. Procurement
5. Evaluate Customer satisfaction

Document Archival

1. Charter documents
2. Scope statement
3. Original budget
4. Change documents
5. DPCI ratings
6. Manager's summary—lessons learned
7. Final DPCI rating (see Budget Planning Chapter)

Project Completion Summary

1. All contracts are signed off and closed
2. Lessons Learned are documented
3. Final Reporting goes to management
4. Project documents are archived

The project is complete! Celebrate the success with the project team. Acknowledge, commiserate, and start consolidating lessons learned