Project Completion

James Linton, MiM, PmP, Cmbb, AAMIF Sessional Instructor,

Civil & Environmental Engineering
University of Windsor
JLinton@Uwindsor.ca



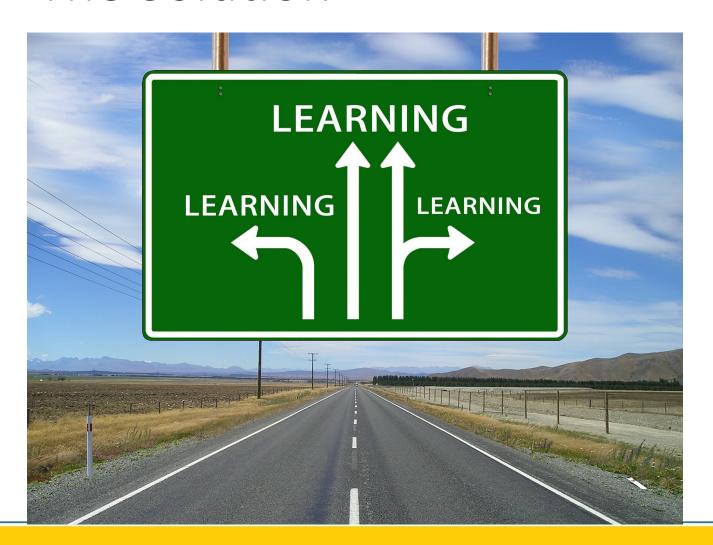
The Problem



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





Homework

• Study



Questions?