**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
   1. Requirements may have changed
   2. 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*