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SS ZG622:

Software Project Management Contact Session # 15

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Topics

- Project closeout
 - Reasons for project closure
 - Project closure process
 - Performing a financial closure
 - Project closeout report



Project closure



- Successful completion of project
- or
- Prematurely terminating a project
 - Lack of resources
 - Changed business need
 - Perceived benefits no longer valid
 - Changes to regulatory policies
 - Technology became obsolete
 - Risk is unacceptable

https://www.smartsheet.com/sites/default/files/2021-04/IC-Software-Project-Closure-Report-11064_PDF.pdf

Why projects are not properly closed?



- Lack of interest by the project team
- Underestimation of know-how and implicit knowledge
- Emotional factors
- Indecision regarding project closure

Project closure process



- Getting client acceptance
- Archiving project deliverables
- Preserving project know-how
- Performing a financial closure
- Performing post-implementation project review
- Preparing post-implementation review report
- Releasing staff

Project closure checklist



1. Start at the beginning with the [project scope document](#) you created and make sure that you've met all the requirements listed there.
2. Make sure that all deliverables have been handed off and signed by stakeholders, getting their approval and satisfaction.
3. Other project documents must also be signed by the appropriate person, this includes any outstanding contracts and agreements with vendors and other contractors.
4. Once documents are signed off on, then process them and pay off all invoices and close out any project-related contracts.
5. Add all documents together, including finalizing all project reports, then organize and archive them as historical data to be used for future reference.
6. Use collected paperwork to identify and document the lessons learned over the course of the project, including any feedback from stakeholders, so you don't make the same mistakes in future projects.
7. Assign a transition support person to shepherd the project after completion so that the project closure is thorough.
8. Release or reassign the project resources, which includes your team and other project personnel and any equipment or site rentals used for the project.
9. If you've not used a [project management software](#), get one, as it helps control not only the life cycle of the project but also the process of closing the project thoroughly.
10. Finally, but perhaps most importantly, celebrate with your project team. They did the work and deserve credit and an opportunity to blow off steam until the next project is started.