It is important to have a formal close out process for a project because with it being the last phrase of the project it shows that the client, customer, or the stakeholder have accepted the project deliverables. It fulfills the contract between the customer and the company, and makes sure that all the goals have been meet. Project closure is important because it helps with documentation of the project requirements being meet and making sure that all the contracts are signed and paid for, so that everything is finalized. The documentation that is required is the phases od project management all into one report.

There can be a couple reason how and why change can become a problem and sneak into a project. There can be various reasons for why changes occur, like technical reasons, financials reasons, and can even be political and people related. One problem and reason changes might happen is because clients or even team members can’t make up their mind, and request something to be done differently to improve the project. Another reason can be requirements that are were forgotten and not meet and having to come back. For the documentation it should be modified of what needed to be changed and the reason why should be noted in the documentation just in case there is a confusion on why the change occurred.