

# IT PROJECT MANAGEMENT

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# **Closing Your Software Project**

# **Finalizing the Project Management Processes**

# Closing the Software Project

The following is a list of items that you need to consider in your project closure checklist:

- Met with help desk to review system
- Met with appropriate operational staff to turn over software
- Reviewed system training requirements with operational staff
- Received sign-off from operational staff
- Completed and distributed performance reports
- Completed and distributed system documentation
- Completed quality audits
- Completed vendor audits
- Completed performance review or offered performance input for project members
- Distributed to team members questionnaire on project management performance
- Received sign-off on scope verification and formal acceptance of all project deliverables
- Closed vendor contracts

# Completing quality control

Quality assurance and quality control aren't the same thing. Quality assurance is testing that occurs during the main part of the project. Quality control monitors and tracks the project results to make sure that the product meets quality standards, making final rectifications when necessary.

Table 16-1 Project Quality Checklist		
<i>Project Quality Activity</i>	<i>Responsible Person</i>	<i>Complete</i>
The project work plan has all predecessor and successor tasks identified	Project Manager	Yes
The project work plan includes the appropriate change control activities	Project Manager	Yes
All firm-wide standards and regulations have been distributed to appropriate team members	Communications Manager	In Process
System documentation is complete and accurate	Documentation	Due 05/02
Turnover meetings with help desk manager have been scheduled	Project Manager	Due 05/07
Turnover meetings with operational staff have been scheduled	Project Manager	Yes

# Completing scope verification

- A sign-off sheet for formal acceptance of all project deliverables. This would be signed by you along with all appropriate stakeholders. See Table for an example of some of the items to capture on this formal deliverables acceptance spreadsheet.
- A letter or e-mail from the client. A less formal solution, the letter should state that the client accepts the software product or system in its current state and that the client is satisfied with the results.
- A formal project closure meeting. During the meeting, you do a short presentation on the final product and the clients agree that you and your team have successfully created what they asked you to create.

Table 16-2      Scope Verification Sign-Off Sheet Example			
<i><b>Deliverable</b></i>	<i><b>Client Sign-Off</b></i>	<i><b>Responsible Team Member</b></i>	<i><b>Sign-Off Date</b></i>
System Documentation	Client Stakeholder	Project Manager	05/01
Training Manual	Systems Training Manager	Training Coordinator	05/01
Support Material	Help Desk Manager	Cut Over Manager	05/05
Testing Results	Testing Manager	Project Manager	04/17