



# Project Closing

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Total Number of slides = 15

# Module Outline

**At the end of the module, you would be able to**

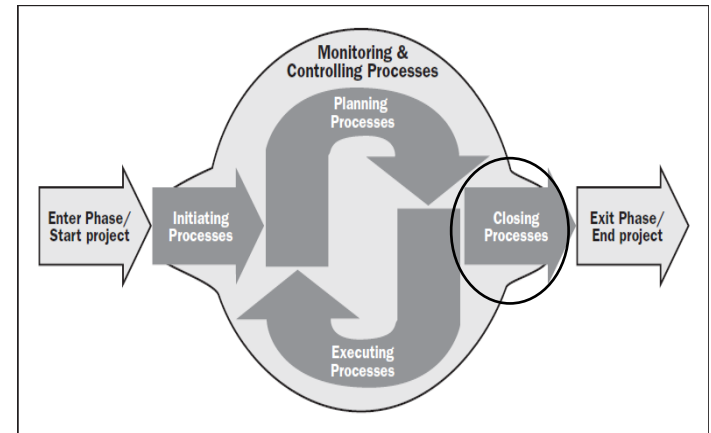
- **Determine if the project can be closed**
- **Explain the activities involved in closing**

## **Outline**

- **Introduction**
- **Pre-requisites for Project Closing**
- **Key Closing Activities**
- **Summary**

# Introduction

- **At beginning of project**
  - Need to establish project objectives and evaluation criteria
- **Project Closing**
  - Last major phase of the project life cycle
    - » Can be for major phase within project
  - Confirmation of project completion or termination



# Prerequisites for Project Closing

- Final product is complete and meets goals and objectives of project
- **User is prepared to accept the final product**
- Transition of system into operation has been completed and system is successfully in use
- **There is adequate evidence that the system is reliable and maintainable**



# Key Closing Activities

- Close project documentation
- **Write final status report**
- Re-deploy project resources
- **Conduct post implementation review**
- Celebrate project completion



# Close Project Documentation

- **Contracts**

- Verify and ensure that all contract obligations are met
  - » No major open issues outstanding
  - » Cost accounts are recorded
- Follow-up issues are
  - » Clearly documented
  - » Responsible parties identified
  - » Date of completion agreed

- **Archive project records**



# Archive Project Records (1/2)

- **Typical project document and data to archived:**
  - Project Information
    - » Project plans
    - » Project organisation chart
    - » Budgeted and actual costs
    - » Planned and actual schedules
    - » Assumptions made
  - Management documents
    - » Correspondence
    - » Meetings of minutes
    - » Reports
    - » Procurement documents: RFP, vendor proposals, contracts, change orders ..



# Archive Project Records (2/2)

- **Technical documents**

- User requirements
- Functional specifications
- Design specifications
- Test plans and reports
- System documentation
- Software documentation



- **Items placed under configuration management**

- Files, programs, tools ...

- **Other information useful for future projects**

***The work is not done, until the paper work is completed***



# Write Final Status Report

- **Notify all Stakeholders of project completion**
- **List any outstanding items and issues that will be handled as part of systems operations and maintenance**
- **Establish a customer helpdesk support structure**
- **Make sure warranty and maintenance is in place**



# Re-deploy Project Resources

- **Can occur before Project Closing phase**
- **Resources refers to**
  - Staff, facilities, equipment, funds
- **Release or re-deploy as soon as resources are no longer needed by project**
- **Forward planning by Project Manager required**



# Project Implementation Review

- **Purpose**

- For management to assess successes and shortcomings of the work processes
- For both IT and Users to learn from the experience gained

- **Planned Activities**

- Organise PIR meeting
- Conduct survey to obtain feedback
- Analyse survey findings
- Prepare post implementation evaluation report



# Scope of PIER



- **Review accomplishment of project expectations**
  - Project objectives and benefits
  - Business versus Technical
- **Review the performance of project development processes**
  - Was project carried out in a professional and satisfactory manner?
  - Were development costs and schedules within forecast?
- **Key deliverable**
  - Project Implementation Evaluation Report

# Post Implementation Evaluation Review

- **The PIER include information on:**
  - Management Summary
  - Background Information
  - Project Implementation Schedule
  - Analysis of Functional Achievements
  - Project Costs
  - Project Benefits
  - Problems/Difficulties Encountered
  - Proposed Enhancements
  - Recommendations



A rating scale form titled 'RATING' is shown. A red pen is pointing to the first option, which is checked with a red checkmark. The options are listed in a column, with the first option being 'Exceptional' in red text. The other options are 'Exceeds requirements', 'Meets requirements', 'Needs improvement', and 'Poor'.

RATING	
<input checked="" type="checkbox"/>	Exceptional
<input type="checkbox"/>	Exceeds requirements
<input type="checkbox"/>	Meets requirements
<input type="checkbox"/>	Needs improvement
<input type="checkbox"/>	Poor

# Celebrate Project Completion

- **Marks official closure of project**
- **Provides opportunity for formal recognition**
- **Celebrate event**
  - Formal sign-off
  - Commissioning ceremony
  - Product launch event



# Summary

- **Project closing involves gaining acceptance of the final product**
- **It brings the project to an orderly end**
- **Helps to maximise customer satisfaction**
- **Lesson learnt report helps IT professionals to improve on their professionalism and service**