

Steps in the Decision Process:-

a) Review Project Objectives:-

- Check if all project goals, deliverables & milestones have been met.
- Verify with the project scope & success criteria.

b) Evaluate Stakeholder Satisfaction:-

- Collect feedback to ensure the stakeholders are satisfied with the outcomes.
- Stakeholder buy-decision is crucial before finalizing closure.

c) Assess Business Case:-

- Check whether the project has delivered its expected value or ROI.
- If not, assess if continuing project is justified.

d) Decision Making:-

- Based on above factors, the Project Sponsor or Steering Committee decides:-
 - To close the project
 - To extend the timeline
 - or to terminate prematurely.

e) Document the Decision:-

- Use a project closure authorization form or final approval document to document the decision.
- Log the decision in official records.

ii) Implementation Process:-

- Once the decision is made, the implementation phase focuses on wrapping up all elements of the project in a structured & documented way.

* steps:-

a) Administrative Closure:-

- Finalize all project documentation (plans, reports, logs).
- Archive files for compliance & audit.
- Conduct a final internal review of the project.

b) Verify Deliverables:-

- Ensure all project outputs are complete & accepted by the client or stakeholders.
- Conduct User Acceptance Testing (UAT) if applicable.

c) Obtain Final Acceptance:-

- Get formal sign-off from the client or sponsor.
- Sign-off may include service transition, documents, warranties or support plans.

d) Close Contracts:-

- Confirm all payments are made & contractual obligations are fulfilled.
- Terminate or renew supplier contracts if required.

e) Release Resources:-

- Reassign project team members to other departments or projects.
- Return hardware, software or rented assets

f) Conduct a Final Project Review:-

- Host a lessons learned meeting with the team.
- Discuss what worked well & what didn't.

g) Prepare the Final Project Report:-

- include:
 - Project Summary
 - Performance against scope, time, cost
 - Issues resolved
 - Recommendations for future projects

h) Celebrate & Communicate Closure:-

- Acknowledge team efforts through celebration or official announcements.
- Communicate the project's closure to all stakeholders.