**Instructions:** Use this checklist to record the findings of your retrospective of the Java Delight Program Closure Scenario.

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| Program Closure Phase Checklist: Java Delight Program | | |
| Activity Category | Activity | Completed (Yes/No) |
| Program financial closure | Close program budget |  |
| Communicate financial reports as per the program communications management plan |  |
| Return any unspent monies to the funding organization |  |
| Estimate costs for sustaining benefits created by the program if applicable |  |
| Program information archiving and transition | Collect and archive program records to meet legal and governance requirements |  |
| Transfer program knowledge to support ongoing benefit sustainment |  |
| Update and make program records accessible to all stakeholders |  |
| Program procurement closure | Close all agreements with third-party sellers |  |
| Conduct procurement audits |  |
| Ensure all payments or settlements are complete |  |
| Address early closure of contracts to avoid additional costs |  |
| Program resources transition | Release, reallocate, or reassign team members |  |
| Transfer resource funding and resources to other programs or components |  |
| Program risk management transition | Identify and transfer remaining risks to appropriate program or component risk registers |  |
| Lessons learned | Conduct periodic lessons learned sessions |  |
| Develop a lessons learned register |  |
| Share the lessons learned register at the program conclusion |  |

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| Final program report | Prepare and complete the final program report, including: |  |
| * Formal closure acceptance |  |
| * Benefits transition plan |  |
| * Financial and performance assessments |  |
| * Lessons learned |  |
| * Successes and failures |  |
| * Identified areas for improvement |  |
| * Risk management outcomes |  |
| * Unforeseen risks |  |
| * Customer approval |  |
| * Reasons for program closeout |  |
| * Histories of all baselines |  |
| * Active archiving plans for key documentation |  |