

# **Chap 14: Project Closeout**

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## **1:Introduction**

- Project closure is the last phase of a project.
- It's when the project manager verifies that the client, stakeholder or customer has accepted the project deliverables.
- If the project or product is ongoing after the project, then maintenance must be set up.
- The project manager will also review the entire project before closing it, rating performance and comparing that to the baseline.
- The project team will be part of this process, offering their observations and feedback, which is collected in a lesson's learned document. This provides guidance for future projects.

## **2:Reason for Project Closure**

- There are two main reasons for closing a project.
- The most common reason for project closure is that all the project goals have been successfully accomplished.

- The project goals are considered to have been accomplished when all the project deliverables have been handed over to the customers, and the customers have confirmed that all project objectives have been met.

