

Business Tools for Career Readiness



Project Management: The Basics for Success

Module 4



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Closing



Project Close Out Checklist

Complete the project

- ☐ Check that all exit criteria for the project have been met
- ☐ Confirm that all deliverables have been given to the customer
- ☐ Confirm customer satisfaction

Close out all the details

- ☐ Schedule a Close Out meeting with the team
- ☐ Close out the financials
- ☐ Close out subcontracts
- ☐ Close out any other financial details
- ☐ Close out the support and administrivia
- ☐ Inform all support functions that the project is completed
- ☐ Discontinue all remaining project charge numbers
- ☐ Vacate any space assigned to the project

Project Close Out Checklist

Close out the project team

- ☐ Inform team members that the project is completed
- ☐ Inform functional managers that the project is completed

Review the project success

- ☐ Review Project Documents
- ☐ Review and document the financial performance of the project
- ☐ Review what went well and was done well
- ☐ Review what did not go well and what could have been done better

Recognize, Reward, and Celebrate

- ☐ Recognize everyone on the project
- ☐ Reward people as appropriate
- ☐ Celebrate the completion of the project

All the best in your
Project Management
endeavors!

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