**Exam Review**

**Project Closing**

* **Evaluate a project success**: review all documents and came up with question for team member to evaluate the process, what could be improve, how is the result compared to objectives
* **Complete project management documentation**: project charter, project plan and project monitoring report must be finalized, close all log
* **Complete technical documentation**: technical documents are completed, suggested/implemented revisions to standard operating procedures and company policy, documentation for users testing
* **Prepare implementation plan**: discover any gaps, prepare initial operational plan
* **Learned lession review**: understand what was right and wrong, what need to be improve on the next project, self-reflect, reflect on all aspect of the project
* **Project failure**: Finalize the paper work, prepare all of the documentation to where time the project is finished, close all logs, explain why the project is fail and write a report