

Lesson 07 Overview



Project Closeout

Lesson Overview

During this week you will study the critical, but often overlooked, process of closing out a project. You will learn the critical tasks and steps in closing out a project, finalizing and terminating contracts, and disbanding the project team. You will understand the effect a well-executed, or poorly executed, closeout can have on the ultimate success of a project.

Learning Objectives

You will:

- Understand the steps of the closeout process
- Understand the steps of closing out contracts
- Learn tools and forms that can help you successfully close out a project

Workflow

Read Wysocki: Chapter 8, pp. 299-308

1. Read PMBOK: Section 4.6, pp. 100-105 and 354, 386-389
2. Review PPT on Project Closeout
3. Review Contract Closeout checklist
4. Complete Project Closeout assignment
5. Participate in Discussion forum for week 8