

# Closing a project

Infographic and categorization exercise

## Who benefits from project closeout reporting?

Match the people who would benefit the most from each closing report detail by dragging the detail to the appropriate role. Or, use the plus sign to make your selection. You've categorized everything.

Project team

Report on tasks completed per team member

You create a chart showing the distribution of tasks across the entire team, demonstrating collective work toward your common goal.

✓

Retrospective meeting and documentation

From the team retrospective, you include a recap of action items assigned to specific team members, as well as likes/dislikes from the team discussion.

✓

Project manager

Feedback on how project was structured and executed

You document feedback from the retrospective on how you managed the project. You also add recommendations on how to improve work on future scenes.

✓

List of items for ongoing maintenance

Knowing that the scene has some dependencies on other parts of the film yet to be finalized, you make sure to document how these are accounted for in future work.

✓

Stakeholder

Summarize project accomplishments against key performance indicators (KPIs)

You review how you defined the scene's success at the beginning of the project, and highlight key outcomes that show you achieved that success.

✓

Report on schedule and budget performance

You use project data to create a chart showing the project timeline and budget, highlighting areas where you had costs savings and efficiencies.

✓

Continue

