



Project Closure

Finally, the project has reached its conclusion. There are three areas to address at the end of the project.

- ❖ Administrative Closure
- ❖ Lessons Learned
- ❖ Celebration



The Project Closure Checklist is a useful tool to document all closing responsibilities. Unfortunately, many organizations only complete the first step, Administrative Closure. Lessons Learned and Celebration are pushed aside as an optional step, if time permits. In any project there are lessons learned about how to improve the Project Management process. A simple final team meeting can capture this valuable information and allow the Project Manager to acknowledge and thank the team members.

Important Questions to Address at the End of a Project

- Were the project objectives achieved?
- Was the project completed on time, within budget, and according to specifications?
- Did it do what the team said it would?
- Did it do what the client wanted it to do?
- Was the client satisfied with the results?
- Was the business value realized?
- What lessons were learned about the project management process?
- What work? What didn't work?
- What would we do differently next time?



Project Closure Checklist

Project Closure Checklist:		
1	All activities are completed.	
2	All work orders are completed.	
3	All contracts are completed.	
4	All outstanding commitments resolved.	
5	Client/customer has accepted the project.	
6	All deliverables completed.	
7	All payments to vendors and contractors have been made.	
8	All costs charged to project.	
9	All project accounts closed.	
10	All remaining project funds returned.	
11	All final reports have been distributed.	
12	The project plans have been archived.	
13	Lessons learned have been documented and discussed.	
14	Lessons learned have been distributed and archived.	
15	Project team has been recognized.	
16	Project team has been reassigned.	
17	Excess project materials, files, equipment has been dealt with.	
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Lessons Learned

Project Process Lessons Learned

In your opinion, what were some of the lessons learned about the project management process? Comment on what work, what didn't work and what we might do differently next time?

1. Clarifying Phase

- Did we clearly define the scope of the project?
- Did we use the best measurement for success?
- Did we accurately estimate time and resources?
- Were the deliverables attainable and relevant?
- Were there assumptions that were overlooked?
- Did we thoroughly interview key stakeholders?

2. Planning Phase

- Did we accurately identify the major pieces of the project?
- Were our time lines realistic, given the information available at that date?
- Was the work load fairly distributed?
- Were the risks accurately identified, given our level of information?

3. Executing & Controlling Phase

- Were project tasks properly prioritized?
- Was there sufficient time to accomplish project tasks?
- Was our Change Management process effective?
- Was our Communication Plan effective?
- Were our Meetings effective?

4. Closing Phase

- Did we properly close out all aspects of the project?
- Any other comments on improving our Project Management Process?