Closure

- Normal closure from CS5 PM provides Notification of Proj End
- Premature closure from Excpt process:
 - DP3 PM provides Excpt Plan to PB, who may trigger for premature close
 - DP4 PM provides Excpt Report tp PB, who may trigger for premature close
 - Important to doc achievements & recommend way f/w

Questions

- · What is or isn't completed?
- What work still needs to be done
- Should be based on proj closure recommendations to PB & any others specified in comm plan
- CP1: Customer, Operational & Mtce acceptance
- Info comes from Conf Mgmt in a product account which may req a conf audit first
- CP1 PM provides Project Closure Recommendation to PB for DP5 (confirming project closure)
- CP1 PM prepares Project Closure Notification to interested parties as defined in Comm Plan
- CP1 PM confirms : Correct Ops & Mtce environment in place
- All Acceptance Criteria have been met
- · Complete & store all proj info
- CP2 PM confirms all proj issues are closed or transferred to Follow-on Action recommendations

PID

- CP2 Is a Post Project Review needed; when should it occur; which benefits can be measured
- CP3 PM provides End Proj Report to PB for DP5
- Refer to Lessons Learned Log: What has led to prem close? How well was the proj managed? Stds adhered to? Done differently next time? How well risks managed?
- CP3 have original PID objectives been achieved?

Communication Plan Operational & Maintenance Acceptance CP1 Comm Plan Archive Customer Acceptance CS5 - Notification of Proj End-Project Closure recommendation DP3 - Trigger for prem close a Project DP4 - Trigger for prem close Follow-on Action Recommendations CP2 Post Proj Review Plan Identifying Follow-on Actions Confirming Project Closure Project Closure Notification Lessons Learned Report Follow-on Action **End Project Report** CP3 Recommendations Evaluating a Post Proj Review Plan Project Lessons Learned Report CP - Closing a Project

Process