

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
- 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?

Process

