Project Closure Process

Phase

PMO
- Survey Results
- Distribute closeout survey
- Lessons Learned Report
- Conduct lessons learned meetings and interviews
- Update Document Repository
- Update Portfolio

Sponsor

Communicate project results:
- Closure meeting with Project Management Office
- Share lessons learned with others
- Communicate to stakeholders
- Present project results to others who may be interested
- Future initiatives or projects

PM
- Project Deliverables Complete
- Proj Mgt Plan
- Maintenance Plan
- Service Catalogue
- Vendor involved?
- YES → Pay final invoices and close contracts
- No → Performance feedback requested for resources?
- No → Summarize project closure results
- Sign Off / Closure Report
- YES → Provide performance feedback
- Performance info
- Team Acknowledgements and celebrations
- Release project team
- Update Document Repository
- Project complete
- Archive project artifacts

Functional Manager
- Gather measurements for Success Criteria
- Transition to operations:
  - Documentation
  - Procedures
  - Knowledge transfer and training
  - Maintenance plan
  - Future measures/metrics
  - Possible risks
  - Outstanding issues
  - Update service catalogue

Project Owner

Project Team

Last updated Aug 2015