

Project Closing Process:

8 Key Activities

The Project Closing Process concerns activities conducted to officially conclude activities, tasks, and terminate all parts of a Project.

Notably, this Process concludes by **approving, accepting**, and transferring final deliverables to the customer or assigning party.

This **Process** is **based** on the **PMBOK Framework** and this affirms that it is a proven practice that is applied widely in Project Management.

It is **vital** to fully complete this Process at Project conclusion for several reasons.

*It provides an assurance that a Project is closed and further charges cannot be attributed or accrued to that particular Project.

*Moreover, it confirms that the Project has been concluded and this permits reassignment of faculty and staff assigned to that Project to a different activity or task.

***A post-implementation review** of the Project is carried out to identify **lessons learned**.

***Also, the review determines if the Project was executed in accordance with the Plan.**

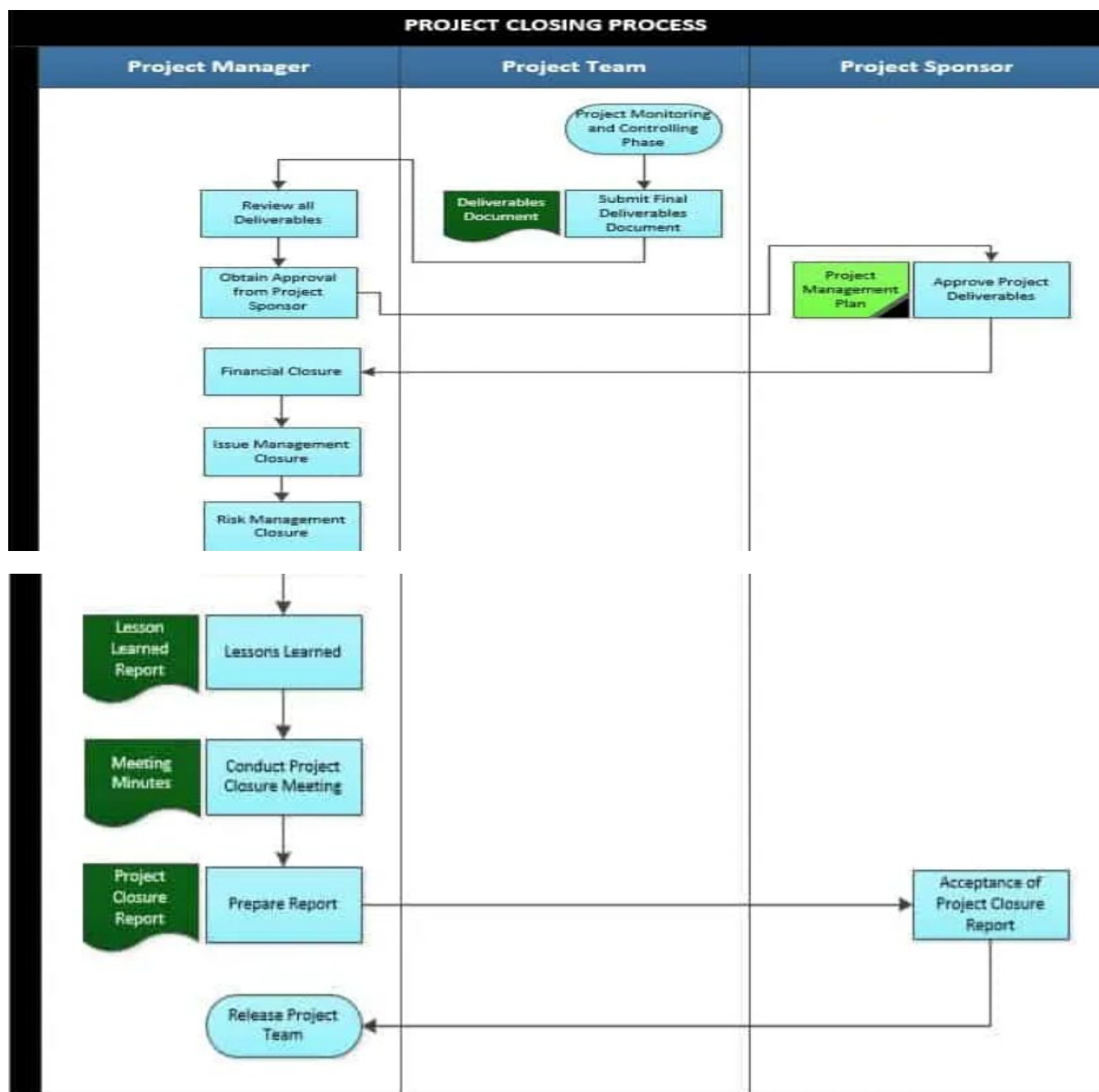
The Objectives of the Project Closing Process are to:

- Ensure **Project Deliverables** are approved and transferred to the assigning party.
- Assess whether the Project was done in **accordance with the Plan**.
- Make sure that all **Project Plans** and **Documentation** are **transferred to the client and archived**.
- Release **Project Team members** involved in the Project
- Determine the **Lessons Learned** throughout the Project

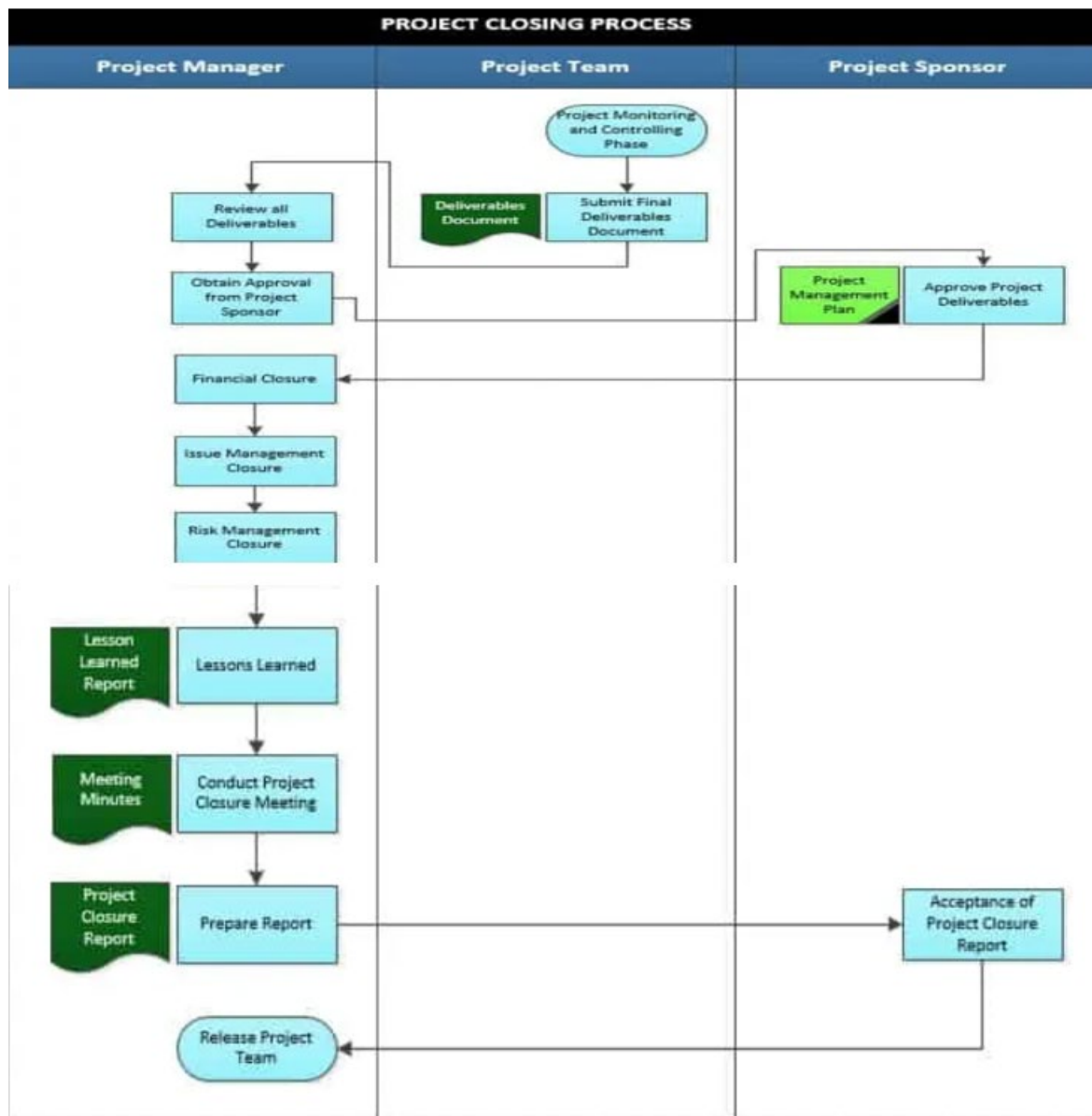
The Scope of the Project Closing Process includes:

1. **Approval** and acceptance of **Project Deliverables** and reviewing if they **meet the Requirements**.
2. **Transferring Project Documentation** and **Plans** to the assigning party for archiving.
3. **Issue Management**, **Financial**, and **Risk Management Closure**.

4. Gathering the **Lessons Learned** from the project
5. Conducting Project Closure **meeting** and **releasing** the **Project Team**.



Project Closing Process Flow Chart



Project Closing Process Flow Chart

The Project Closing Process activities

The **Project Closing Process** consists of the following activities.

1. Submit Final Deliverable Documents

The final **Deliverable Documents** contain the service or product produced by a Project for the **Client, Customer**, or the **Project Sponsor**.

In other words, the Documents detail items that have been developed for the assigning party.

The delivery of the final deliverable documents is among the Objectives of a Project.

The submission of the final deliverable documents is a vital activity that facilitates communication of what has been achieved.

Using these documents, the **Client** can **determine whether the Deliverables meet the set quality Standards.**

The **Client** or **Customer** utilizes the Deliverable Documents to make a review of **what has been achieved.**

This helps **to make an informed decision** regarding the approval of Project Deliverables.

Thus, the **Deliverable Documents** are **prepared by the Project Team** who subsequently deliver them to the Project Manager.

After receiving these documents, the Project Manager conducts a review to make sure that all Deliverables have been recorded.

A Project usually has **internal and external Deliverables.** While **internal Deliverables** make a Project run, they do

not constitute the product expected to be seen by the end users.

But **external Deliverables** are the **product** that is **delivered to the client or end users**.

Thus, the **Project Manager** reviews the **Deliverable Documents** to make sure that all the required information is captured.

Besides, the **Project Manager** ensures the **completeness** and **correctness**.

Following the review, the **Project Manager** seeks the **approval** of the **Project Deliverables** from the **client**.

The **Client** takes time to assess the Deliverables and determine **whether** they are **in line with the Requirements** and **expected outcomes**.

Verification is important for the Client to ascertain that the Project Delivers the expected results.

A **Client** or **Customer** expects to receive a **product or service** that **satisfies his expectations**.

Thus, the **Project Manager** should ensure that right from the **Project Initiation Stage**, customer **expectations** are **considered** so that **their fulfillment** is **guaranteed at the end of the Project**.

Thus, after ascertaining that the **Requirements** have been **fulfilled**, the **Client** makes a **formal approval of Deliverables** by accepting and signing the Deliverable Documents.

After the approval of the Client, the Project Sponsor goes ahead to **approve the Project Deliverables**.

This happens after the Client has confirmed that Project Deliverables are satisfactory.

Besides, **the Project Sponsor** makes sure to reference the Project Management Plan to further **confirm** that **the Deliverables are in line with the outcomes projected at the Planning Stage**.

Therefore, the Project Sponsor conducts a **review of the final deliverables** to make sure they meet the Requirements specified in the Project Management Plan.

2. Financial Closure

This activity aims to **review all the pending Project payment** and clear them.

Different suppliers deliver particular goods or services to facilitate the implementation of the Project.

Thus, during the Project Closing Process, unpaid supplied are compiled and finances for the same are released to respective suppliers.

All other pending payments are also determined and processed.

The Project Manager takes the responsibility of ensuring that all payments are cleared.

For instance, the Project Manager achieves this by preparing a **list of all pending payment** and **approving their clearance**.

3. **Issue Management Closure**

Stakeholders may have **some issues** concerning the Project and the final product.

This activity aims to **identify and resolve such issues**.

All stakeholders' issues regarding the **Project Outcomes** should be identified through this activity.

Once identified, the **Project Manager** works closely **with affected stakeholders** to **discuss their specific issues and resolve them**.

The Project Manager clarifies the effect of the final product or service to the Stakeholders or Processes and operations of the Company.

Thus, the Project Manager resolves issues by identifying them and coming up with appropriate responses for every issue.

4. Risk Management Closure

Here, the Objective is to gather all the **Risk Issues** that were encountered in the course of **Planning and Implementing the Project**.

In this activity, **Documentation of the Risk issues** identified is done.

In addition, relevant **Mitigation Strategies** and responses are also documented.

Therefore, the **Project Manager reviews all threats faced in the Project** and records appropriate ways to address them.