Project Closure

The project manager must be extremely interested in ensuring that the project is brought to a conclusion. The project manager and team will be measured based on its concrete success.

It is finally at that point; all work packages have been completed:

- Project results are submitted to the customer.
- The customer accepts the result of the project.
- The project group is dissolved.

A final PLAN/ACTUAL comparison shows whether the goal standards have been reached, e.g.:

- Resources were maintained
- Schedule was maintained
- Costs were maintained
- Scope of supply and services is complete

Only a defined project completion allows a final project evaluation.

The close-out report is important. As a minimum it must contain the following information:
- Project goals, conditions, project organization and structure
- Achievements, results
- Plan costs / Actual costs
- Special matters
- Project acceptance by the customer (signatures)

You should hold a close-out meeting with the customer. You will need his agreement that:

- Goals have been achieved
- Conditions have been fulfilled
- Prerequisites have been kept
- There are no new requirements
- The next actions have been determined
- Clarification of who requires which documentation and
- Clarification of who is responsible for further service
- The customer is satisfied.

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Do not re-define the goal at the end of the project.
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Obtaining feedback from the project members:
- Where did we succeed, where didn't we and why?
- How did I work with the team, and the team with me?
- What should be taken into account for future projects?
- What can we learn from the project?

The performance of the project members must be compensated by:
- incentives
- rewards
- assessment
- recommendations.

As team member it is important to pass on your experiences on the project to the project management in the form of feedback.

- What have I learned from this project?
- What was successful, what could have been better?
- How did I work with the project manager?

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Let go.

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Completion means taking your leave. Do not draw out the end of the project with additional demands. Even when working on the project had been enjoyable.

By working on the project you have gained a number of experiences: technical, organizational, interdisciplinary and methodical. Preserve your know-how and use it for your activities in the future.