

# Project Closure

## Definition:

- All projects are designed for a specific period of time.
- A project closure provides a formal way of closing projects.
- An important part of the overall project life-cycle.

## Uses:

- It is used to bring the project to its final state.

## Benefits:

- Validate project goals have been accomplished.
- Ensures controls are in place and sufficient to sustain the benefits achieved.
- Release the team from the project.
- Formally hands off the project to the process owner.

## Key elements:

- A brief description of the project.
- Project deliverables and results.
- Actual vs. estimated date of completion.
- Benefits obtained:
  - Financial benefits (hard savings, net gains, ROI, etc.).
  - Soft savings.
- Improvement in performance:
  - Initial vs. final defect levels.
  - DPMO or other key metrics.
- Controls in place to sustain the benefits:
  - Audit checklists, visual controls, standard work, SPC charts, preventive maintenance, etc.
- Best practices and lessons learnt.
- Problems and shortcomings developed during implementation.
- Ongoing work and next steps.
- Signatures from key stakeholders to confirm the completion of the project.

The bookend to the project charter.

Get the digital signatures of the key stakeholders or print out a copy of the project closure and get their physical signatures.



PROJECT CLOSURE		
Description:	Benefits:	Key metrics:
Controls:	Deliverables:	Shortfalls:
Signatures:		