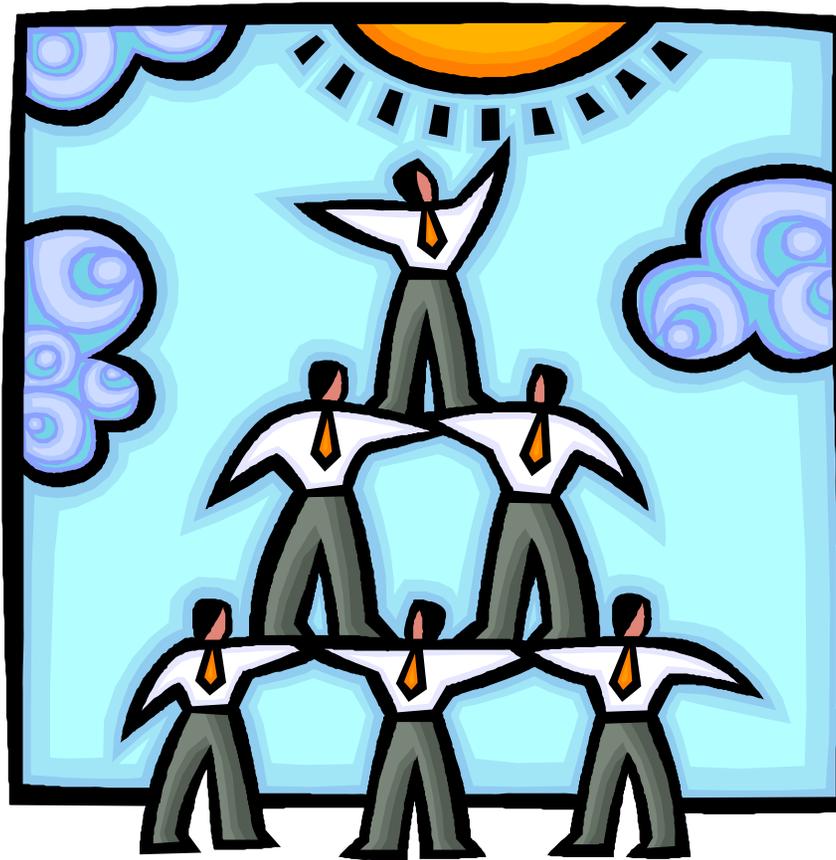


Closing the Project

Module 11



Discussion



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PM's Responsibilities

Assess the terms of agreement and the completion of all commitments.

- Review the terms of the project plan and the sponsor agreement and verify the completeness of all deliverables and the currency of all documentation.
- Verify that all supplier agreements have been fulfilled and closed.
- Verify the satisfaction of post-delivery commitments, such as readiness to fulfill warranty and support obligations.

Release the technical environment.

- Identify and release technical environment elements, such as office space, computer installations, and related software.
- Equipment or space needed for warranty support can be left in place after the project closes

PM's Responsibilities

Obtain sponsor feedback.

Obtain information about the sponsor's areas of satisfaction and dissatisfaction, then document this information and use it as input to the lessons learned.

Assess the lessons learned.

Determine the key lessons learned on the project, document them, and suggest improvements for future projects in the project evaluation report.

Close out the sponsor agreement.

Perform the administrative closure of the sponsor agreement. This includes generating, gathering, and disseminating information to formalize project completion and closure.

Submit the intellectual capital.

Submit all intellectual capital generated on the project, including lessons learned, the WBS, project definition reports, and any other related documentation to the ICM AssetWeb. Current and future projects will benefit from your experience.

PM's Responsibilities

Final Project Meetings and Reviews

Project review. Conduct a project review with the sponsor shortly before the project ends to ensure that:

- All contractual obligations have been met by the supplier to IBM and by IBM to the project sponsor
- The project sponsor formally accepts the project as being complete
- All assets on loan to the supplier or the sponsor have been returned
- Everything is ready and in place to close the project

Lessons learned meetings. To identify key lessons on the project, conduct lessons learned meetings with the internal team, the sponsor, and your suppliers. How to conduct lessons learned meetings is discussed in "12.3 Lessons Learned."

Final internal review. After the project is closed, conduct a final internal review of the project to identify and submit any intellectual capital developed on the project