



Project Management

Suphitcha Chanrueang



Nakhon Pathom Rajabhat University



Chapter 13: Project Closer

Suphitcha Chanrueang



Nakhon Pathom Rajabhat University



Learning Objectives

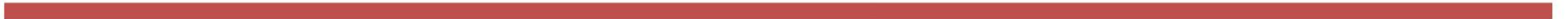
- Understand the purpose of project closure
- Identify key closure activities
- Learn closure documentation
- Explain the importance of lessons learned





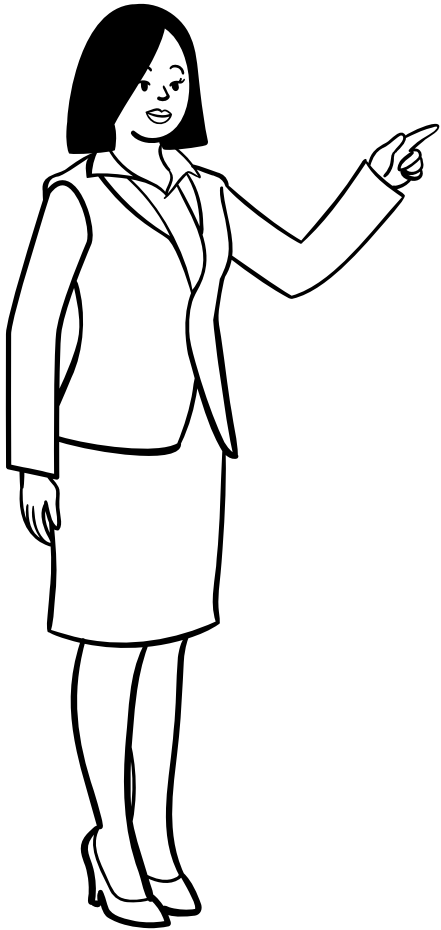
Introduction to Project Closure

- Project closure is the final phase of the project life cycle. It ensures the project is completed properly and formally closed.





Importance of Project Closure



- Confirms project completion.
- Ensures stakeholder satisfaction.
- Provides organizational learning.





Key Activities in Project Closure

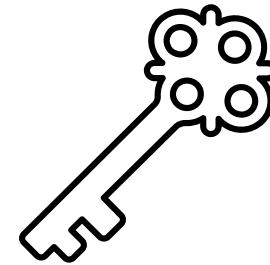
- Verify deliverables.
- Obtain customer acceptance.
- Close contracts.
- Release resources.





Deliverable Verification

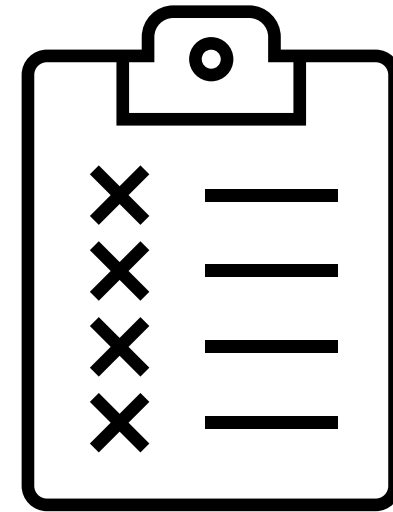
- Ensures all project requirements are met.
- Confirms deliverables match agreed scope.





Customer Acceptance

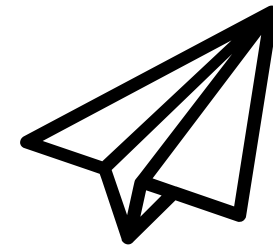
- Formal approval from the client or sponsor.
- Confirms successful project completion.





Project Handover

- Transfer deliverables to users or operations.
- Provide user manuals and training if required.





Closing Procurements

- Confirm all vendors have delivered.
- Finalize payments and close contracts.





Administrative Closure

- Complete documentation.
- Archive project records.
- Update organizational knowledge base.





Lessons Learned

- Identify what went well and what did not.
- Capture knowledge for future projects.





Lessons Learned Meeting

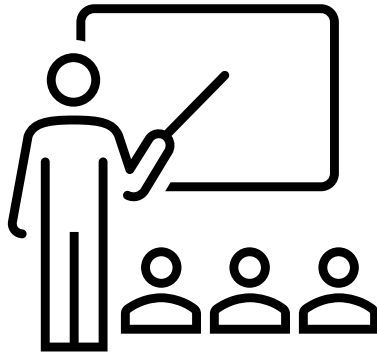
- Conduct post-project review.
- Encourage team participation.
- Document improvement suggestions





Project Performance Evaluation

- Evaluate project objectives, schedule, cost, and quality.
- Assess overall success.





Benefits of Proper Closure

- Improves future project performance.
- Enhances stakeholder trust.
- Supports continuous improvement.





Common Closure Problems

- Rushing closure.
- Incomplete documentation.
- Ignoring lessons learned.





Best Practices in Project Closure

- Plan closure activities early.
- Involve stakeholders.
- Document everything.





Project Closure in Software Projects

- Ensure system stability.
- Confirm support and maintenance arrangements





Summary

- Project closure formally completes the project.
- Proper closure captures value and learning.





Review Exercise

1. What is project closure?
 2. Why is customer acceptance important?
 3. What are lessons learned?
 4. Name two closure activities.
 5. Why is documentation important in closure?
-