

# Continuous Improvement Toolkit

## Project Closure



# Project Closure

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All projects have to be implemented within a **specific** period of time

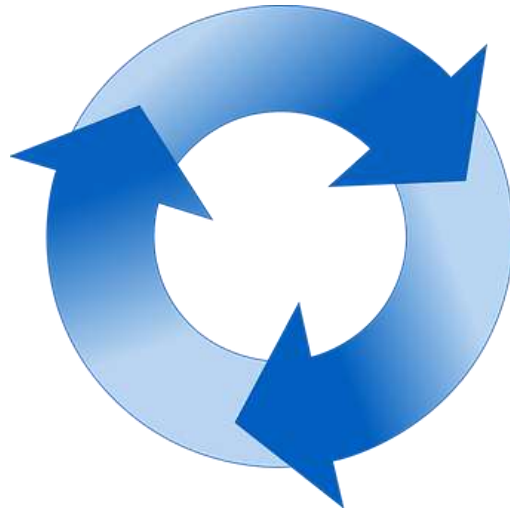


The process of **closing the project** is an important aspect in project management

# Project Closure

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This process is however one of the **most neglected** project management activities



# Project Closure

A **Project Closure** signifies the end of the project



Summarizes project **results**

Validates the accomplishment of project **goals**

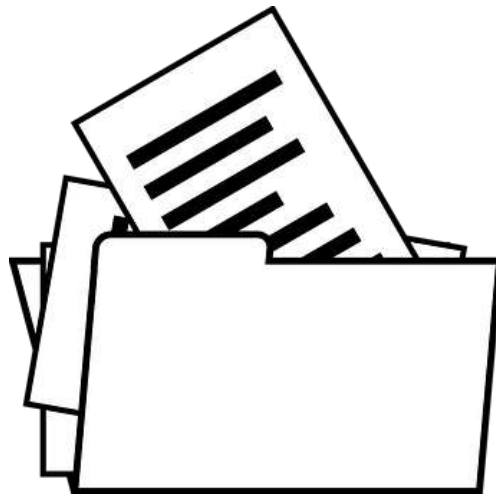
# Project Closure

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It is a report that provides . . .

A **formal** way for closing the project

A **place** to record the final project outcome



# Project Closure

Allows to go through the **best practices** and lessons learnt

Allows to go through the **problems or shortcomings** that have developed during project implementation



# Project Closure

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



# Project Closure

## Key Elements

A brief **description** of the project

Project **deliverables** and **results**

Actual vs. estimated date of completion





# Project Closure

## Key Elements – Benefits Obtained

**Financial benefits** (hard savings, net gains, ROI, etc.)

Soft savings



# Project Closure

## Key Elements – Improvement in performance

Initial vs. final defect levels

DPMO, Sigma level, cycle time reduction, etc.

Other key metrics



# Project Closure

## Key Elements – Controls in Place

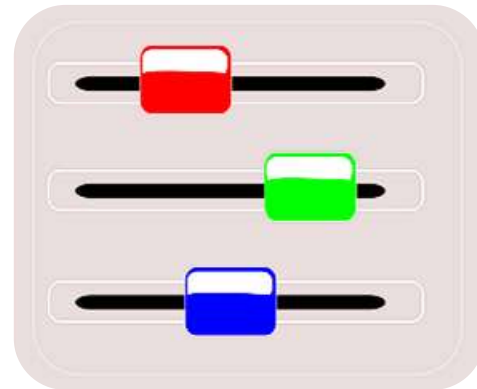
Standard work

Control charts

Audit checklists

Visual controls

Preventive maintenance

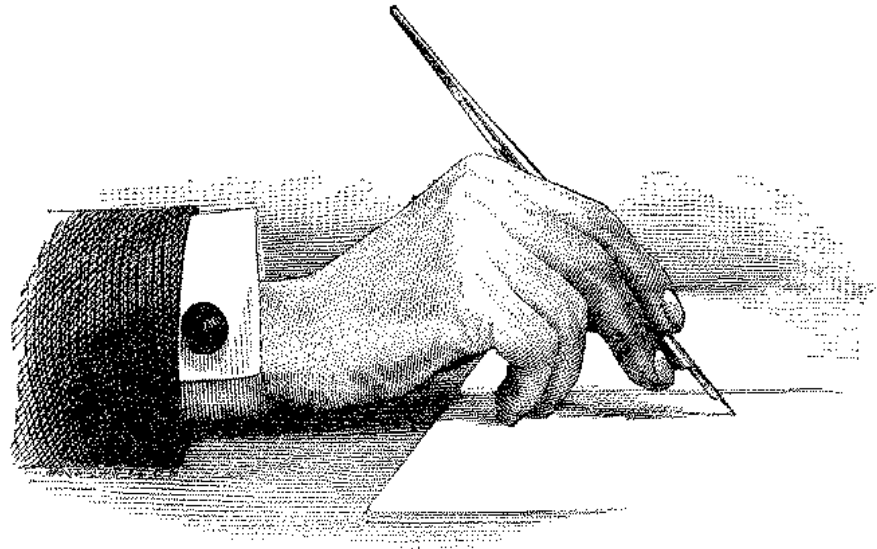


# Project Closure

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## Key Elements

At this stage, it is important to obtain **signatures** from key stakeholders to confirm the completion of the project



# Project Closure

## Key Elements

Other stakeholders need to be informed including . . .

Process  
owner

End  
users

Accounting  
department

End users should  
have details of their  
responsibilities

Generating the final  
financial metrics  
and closing the  
control accounts

# Project Closure

## Project Closure Template

PROJECT CLOSURE		
Project Title:		
<u>Project Information:</u> Date of completion:	<u>Benefits:</u> • •	<u>Key Metrics:</u> • • •
<u>Project Deliverables:</u> • • • •	<u>Controls In Place:</u> • • • •	<u>Shortfalls:</u> • • •
Signatures: _____		