

# Project Closure Service

## Purpose

To provide guidance to the Client's Project Manager to enable the project to have a controlled, finite end and for ownership of the deliverables to be transferred to operational management.

## Benefits

- ✓ Identifies outstanding issues & actions required
- ✓ Avoids unnecessary waste in resources by not allowing projects to be protracted
- ✓ Provides an opportunity to take stock of achievements and lessons learnt
- ✓ Structured coaching, developing the Client's Project Manager's skills

## Method

By definition, a project is a temporary organisation to bring about change. Once the project is finished the project organisation should be disbanded and any products developed by the project transferred to the appropriate owner. Project costs can escalate when products are not fully transferred.

To prepare, therefore, for project closure, a systematic review of the status of each deliverable, as specified in the project plans, should be conducted. This review should include the end-user's readiness to accept & own the deliverables, as well as a review of open issues & risks.

The service provides a dedicated Consultant to work with the Client's Project Manager with a primary focus on the status of the deliverables.

The service comprises three activities:

- ✓ **Preparation** - Study of key project documentation (PID, Plans, Logs).
- ✓ **Coaching Day** - Review with the Project Manager.
- ✓ **Feedback** – Review of End Project Report.

The Client's Project Manager should send the latest authorised project documentation to the consultant so that he or she can prepare for the Coaching Day.

During the Coaching Day the Consultant and the Project Manager will assess the project status to determine:

- ✓ That all outstanding issues are identified
- ✓ That all follow-on actions are fully detailed and that the Project Manager appoints an appropriate owner for each action
- ✓ That the user has agreed that all products have been delivered as planned and meet the acceptance criteria
- ✓ That all the project documentation is in a form to be archived
- ✓ Whether a Post-Project Review is required
- ✓ That the Project Budget and Lessons Learned Reports are reviewed in order to determine the key points for the End of Project report.

## Deliverables

The services of a Project Management Consultant for three days.

## Reporting & Reviewing

The Consultant will report only to the Client Project Manager for the duration of the service.

## Price

Please call 01244 852 544