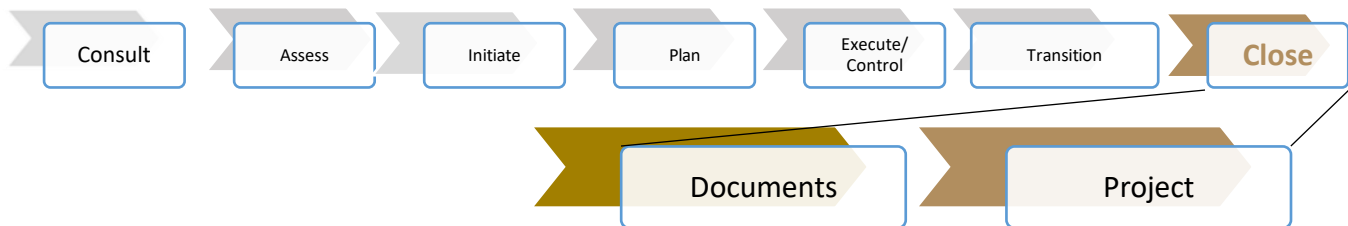


PM Methodology Overview

- Close Phase



Goal	<ul style="list-style-type: none"> Completed/approved/signed contracts, statement of work, agreements, etc. Completed and approved system deliverables Transfer of deliverables to owning areas. 	<ul style="list-style-type: none"> Finalization of all project activities Clear communication of project closure to all stakeholders.
Key End of Phase Deliverable	<ul style="list-style-type: none"> Completed/approved/signed contracts, statement of work, agreements, etc. Completed and approved system deliverables 	<ul style="list-style-type: none"> Budget closure Resource signoff Delivered communications per communication plan Owner acceptance of delivery of scope. Lessons Learned

Phase Overview

Closing:

Closing includes the formal acceptance of the project and the ending thereof. Administrative activities include the archiving of files and documenting lessons learned.

- Complete and settle each contract (including the resolution of any open items) and close each contract applicable to the project or phases.
- Perform any tasks required to close out budget.
- Close out project schedule.
- Finalize all activities across all of the process groups to formally close the project.
- Provide any documentation to stakeholders showing project completion and successes.
- Perform a post-implementation review where the project team takes a look at things that went well and analyzing things that did not go so well on the project. This is documented as the Lessons Learned document and should be stored in a general repository.