Closing a Project
Chapter 18
What is “obtaining project acceptance” all about?

Formal sign-off from the customer acknowledging that everything has been completed
What are “deliverables” and how do they relate to project acceptance?
What is “success criteria” and how do they relate to project acceptance?
What is a “close-out report” and what would you expect to find in one?

1. Summary
2. Completed Scope
3. Changes in Scope (really significant changes)
4. Explanation of Variances
5. Risks and Issues
6. Lessons Learned
How would you report on the performance of the project?

1. Cost Performance
   1. Budget Cost
   2. Cash Flow
   3. Earned Value of Time
   4. Overbudget Tasks and Resources

2. Schedule Performance

3. Quality Performance
Why would you take the time to generate a lessons learned report?

1. Take advantage of successful techniques
2. Defuse Unrealistic demands
3. Don’t make the same mistakes
4. Build support for project management