



5.0 Project Closure

5.1 Explain the importance and benefits of formal project closure.

- **Confirm and document objectives that were completed/not completed**
- **Release resources**
- **Provide historical information for future projects**
- **Close contracts**
- **Standards compliance**
 - Document retention compliance
- **Post-project review**
 - Meeting to review what went right/what went wrong

5.2 Identify circumstances in which project/phase closure might occur and identify steps to take when closure occurs.

- **Phase closure**
- **Project completion**
- **Stage completion**
- **Component completion**
- **Project cancellation**

5.3 Identify the components and purpose of closing documentation.

- **Lessons learned**
 - Strengths/weaknesses
- **Close report**
 - Historical data
 - Summary of costs
- **Post-mortem analysis**
 - Documents reasons for early closure and impact
- **Final individual performance appraisal**
 - Final review of performance
- **Transition plan**