



# IT Project Management

## Lecture 3-4 – Classical Approach Closure

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# Classical approach – Closure



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1. Introduction
2. Objective/Results
3. Acceptance
4. Final Documentation and Lessons Learned
5. Dissolving
6. Outlook
7. Summary

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# Introduction

- Project stage: Closure phase  
Synonyms: *completion stage, finalization stage, project, close down, or project completion*
  - last project phase
  - brings the final project activities together

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# Objective/Results

- **Project Closure:**  
administrative and technical end of a project. It means the termination of all activities related to the project [DIN 69901-5:2009-01].
- Goal of the closure phase is to finish the project
- Results:
  - Acceptance document (approval)
  - Final project documentation
  - Lessons learned documentation

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# Acceptance

- Proposal for an acceptance process if the project result is a product
  - 1) **Delivery**
  - 2) **Approval**
  - 3) **Transition**

# Acceptance

## 1) Delivery

- Delivery of the project results to the principal:
  - Product
  - Product documentation
  - Final report – contents most important facts of the project
    - Project contract
    - Management summary:  
How was the project planned and executed?
    - Project results
      - ❖ In which scope was the goal reached?
      - ❖ Statements concerning quality, costs, and time
      - ❖ Which solution methods have been used?

# Acceptance

## 2) Approval

- If the principal accepts:
  - He signs final report → Formal approval of the project
  - He acknowledges
    - the achieved level of the goal
    - the delivered quality
    - the costs
    - the needed time
- It's possible that the principal gives only partial approval – then there will be typically an agreement concerning proceeding with open topics

# Acceptance

## 3) Transition

- Transition of the project  
(depending on project and result of the project)
  - to operation including
    - Integration
    - Customizing
    - Instruction
  - to functional units in line organization

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# Final Documentation and Lessons Learned

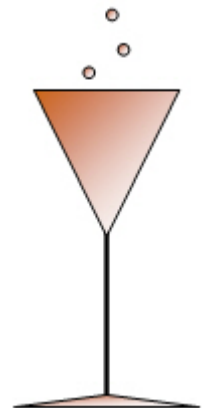
- Lessons-learned workshop
- Creation of a final documentation  
Project closure report
- Creation of a presentation based on final documentation
- Final meeting
  - Final presentation
  - Further proceeding
  - Delivery of final documentation to the principal
- Providing the final documentation into a company knowledge base

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# Dissolving

- Everything has an (explicit) end
- Project management and project team finish their activities
- Closing boards / committees  
Closing sessions
- Release of project resources
- Closing the cost center
- Collection of results
- Nice party!





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# Outlook

- What can a meaningful subsequent project look like?
- How is it possible to extend a project result or to improve further?
- Example: a product has been introduced onto the market – possible follow-up projects:
  - Financial services to purchase the product (financing, leasing)
  - Services for the product (maintenance, repair work)
- Good team? Keep it!  
Assign the complete team to a new project to exploit synergy effects.

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# Summary



- Agreement for the final project stage – remaining work
- Project closure documentation
  - Minutes of project closure meeting
  - Final project report
  - Complete duration and costs of the project
- Project know-how transfer
- Emotional completion and termination of the project
- Never change a winning team