Software Project Management

Lesson 10 – Closure Phase

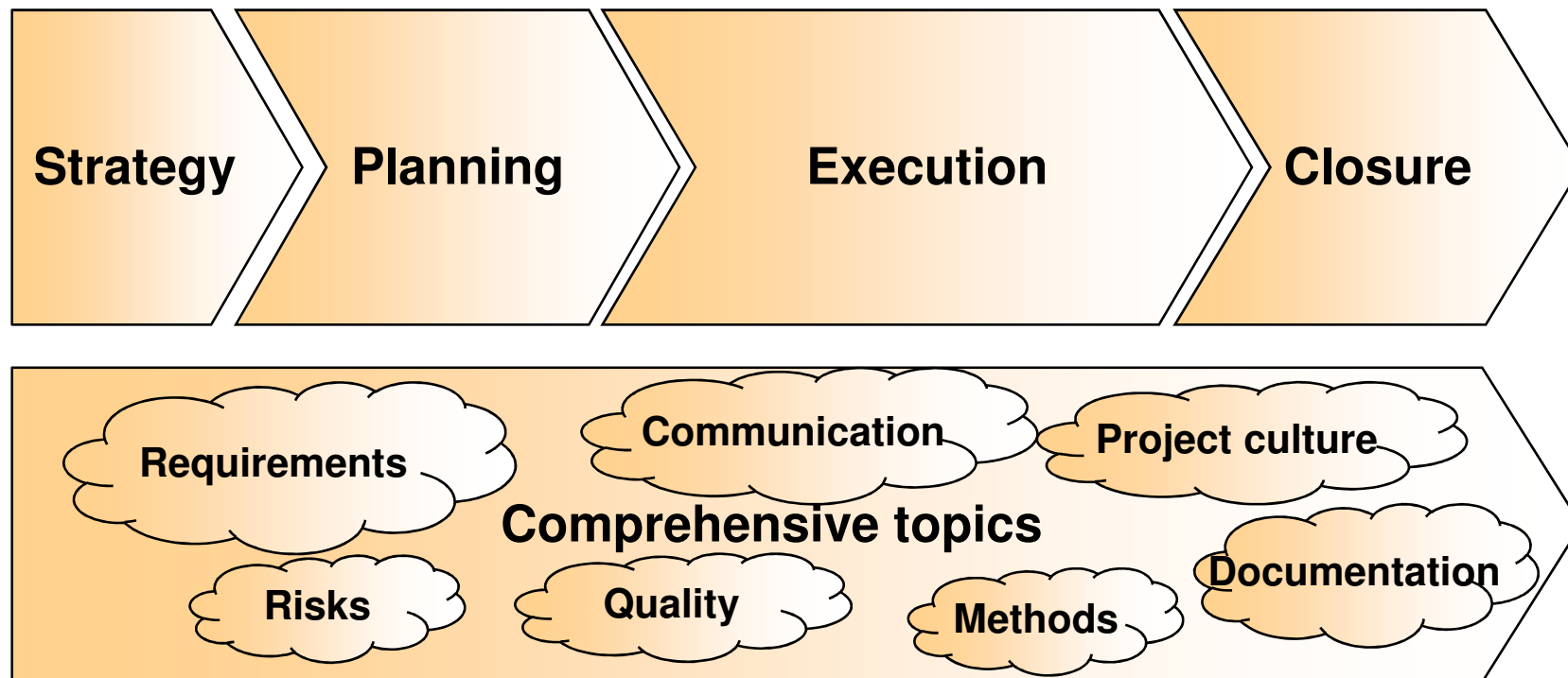Uwe Gühl
Winter 2015 / 2016

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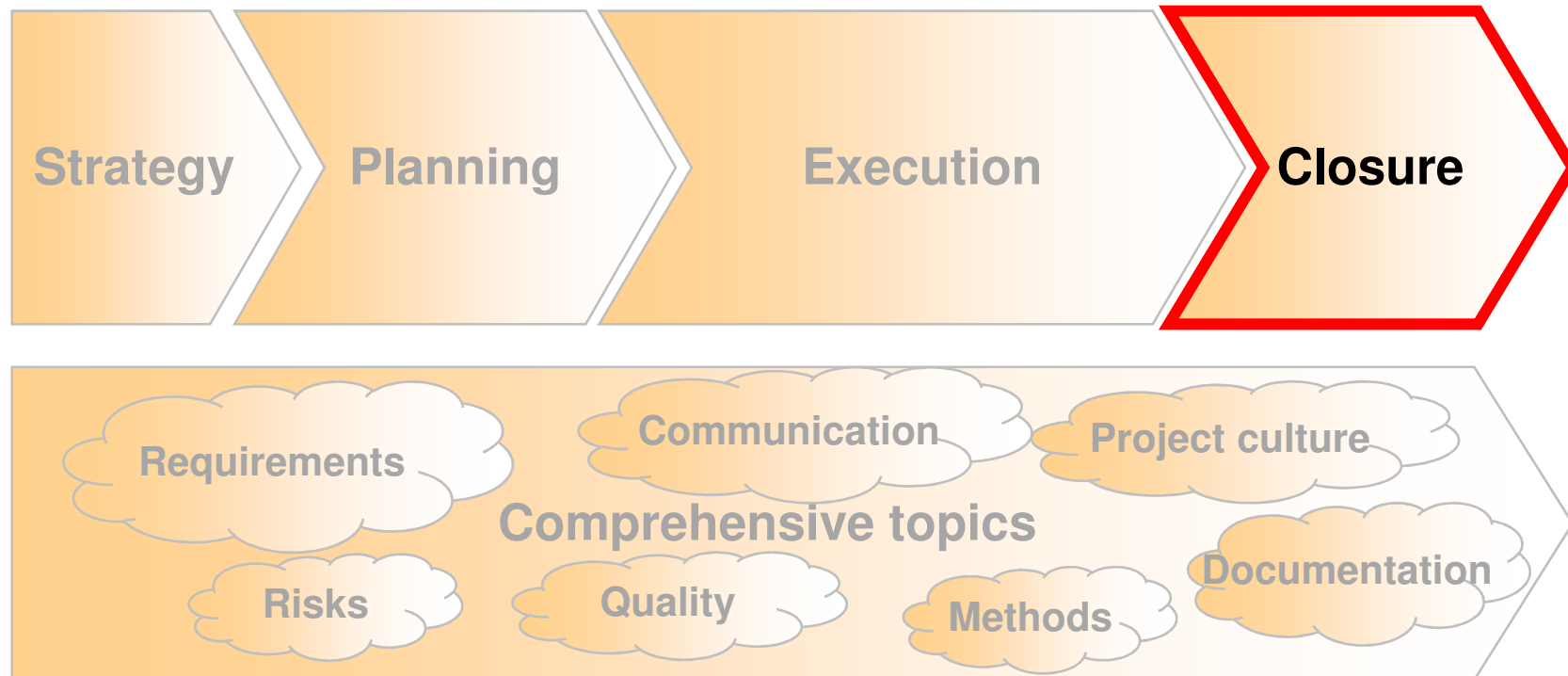 - Liquidation
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Introduction

Introduction

Strategy → Planning → Execution → **Closure**

Comprehensive topics

Requirements

Communication

Project culture

Risks

Quality

Methods

Documentation

Goal / Results

- Project stage: Closure Phase
  Synonyms: Close Down, Completion Stage,
  Finalization Stage

- Goal of the closure phase is to finish the project
- Results:
  – Acceptance document (approval)
  – Final project documentation
  – Lessons learned documentation

Definition

- Following DIN 69901-5 the project closure means the "formal ending of a project" and implies "finishing of all activities that are in relation to the project." [DIN09]

Acceptance process

(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?
      - Needed effort (time, costs, resources)

Acceptance process

(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 process

(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

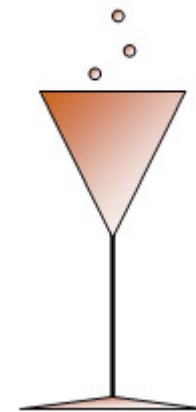# Final documentation and lessons learned

- Lessons-Learned Workshop Feedback
- Creation of a final documentation
  Project closure report
- Creation of a presentation out of the final documentation
- Final meeting
  - Final presentation
  - Further proceeding
  - Delivery of final documentation to the principal
- Providing the final documentation into a company knowledge base

Liquidation

- 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!

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

Sources

- [AG16] Daud Alam, Uwe Gühl: Projektmanagement für die Praxis, Springer Vieweg Berlin Heidelberg, 2016 (in German)

- [DIN09] Deutsches Institut für Normung e.V.: DIN 69901 Projektmanagement; Projektmanagementsysteme, 2009