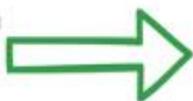


# Stakeholder Project Essentials 13- Closing



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This is when we started to get to the really exciting part we're almost at the end. However, when not quite there yet. We just got a couple other little things that we need to be covering off on and we're going to look at those right now.

When we start looking at project closure we're looking at the activities that we need to go through all the processes that need to be completed to finalise everything to shut down our project or activity and some of the key things that need to be looked at is around the planned budget scheduling and ensuring that all of those things have been completed, updated and providing reporting on how they've actually achieved the results that we expected or where could we learn and got more results in a future activity or project that we may undertake.

Some of the things that we might need to look at around the final activities are how we going to accept all of the outputs. Looking at resources, have we borrowed resources from the organization that we now need to return back to their normal work environment or are they going to be moving on and continuing with a new project or activity, risk management, and issues management. Have we got any recent issues that are leftover or haven't been realized yet that we might need to hand over to somebody else to manage and look after throughout the continuous use of the outputs with created? Have we created any assets? Do we need to have them registered?

Assets create a finance implication that needs to be captured when we do our tax reporting and these needs to be also put into a register to ensure that we understand what assets we have as an organization. Are there any post-project responsibilities that we need to do so? For example, it was our activity or project creating items that come with warranties or service maintenance that we need to now make sure in place to be able to support those items.

Our really important part of any project or activity we undertake within our organization is should be ensuring at the close stage, we plan on doing a review. Now, this should have been budgeted and captured at the very beginning to ensure that we actually have the funds available to pay for this step and it is a step that is quite regularly missed. However, a very important step if we want to continuously improve and meet our quality expectations and advancing to be an organization that is constantly seen as being a leader in the areas that we currently work.

Some of the things that we need to think about though is how can we continuously support the other improvements and quality expectations. Looking at the successes and the things didn't go as well as we expected is really important as part of this review and we're going to do a whole section on review in a moment.

