Actions Involved in Project Closing

The table below lists the actions required to complete project closing. Review this list and try to identify any gaps in your knowledge compared to PMI's approach, bearing in mind that these actions are not listed in any particular order. Try not to lose focus, just spend about 5 minutes thinking about the activities on this list.

	Actions Involved in Project Closing
1	Confirm that all project requirements have been met.
2	Verify and document that the project or project phase meets completion or exit criteria set in place during project planning.
3	Obtain formal (legal) sign-off and final acceptance of the product of the project from the customer.
4	If any issues prevent final acceptance by the customer, negotiate a settlement or other resolution.
5	If the project was terminated before completion, document the reasons for termination and the status of the project and deliverables.
6	Make final payments, and complete cost records.
7	Gather final lessons learned and share with the organization.
8	Update project records.
9	Ensure all the project management processes are complete.
10	Update corporate processes, procedures, and templates based on lessons learned.
11	Complete project (or phase) closure.
12	Analyze and document the success and effectiveness of the project.
13	Create and distribute a final report of project (or phase) performance.
14	Index and archive project records.
15	Evaluate customer satisfaction regarding the project and the deliverables.
16	Hand off the completed project deliverables to the appropriate stakeholders (the customer, operations and maintenance, etc.).
17	Confirm all contracts have been formally closed; update and archive records.
18	Celebrate!