

### **Administrative Closure—Activity Definition**

**Purpose:**

The objective of this activity is to ensure that the project is approved, accepted and closed.

**Participants:**

Project Manager, Project team, relevant stakeholders, and the Customer

**Inputs:**

Project Schedule[1], Integrated Project Plan[4], Operational Transfer Plan[4], Required sign-offs

**Process:**

1. The Project Manager ensures that the project is approved and accepted by the relevant stakeholders.
2. Assess the success criteria that were identified during the Overview statement and planning stages. Determine if criteria were met.
3. All documentation and records, physical or electronic, need to be systematically reviewed, organized and archived.
4. The Project Manager gives performance feedback to team members.
5. The Project Manager releases resources.

**Outputs:**

Metrics

**Administrative Closure—Guidelines**

1. In the absence of a formalized project close out procedure, some projects (or project phases) risk "never ending" and the differences between project work and ongoing operations and maintenance get blurred.
2. Evaluate the product/service's conformance and satisfaction of the requirements. This will help in obtaining project and product acceptance from the customer.
3. Identify and highlight any Lessons Learned and best practices that could be useful to other project teams. Document and communicate Lessons Learned and best practices.
4. Gather data required for updating or adding to your organization's metrics. Metrics can include such information as:
  - a. Number of objects, classes, programs, modules and level of complexity
  - b. Skill-set required to complete different task types
  - c. Level of effort required for different task types by resource type
5. All the metrics and documentation needs to be reviewed by someone external to the project. This needs to be archived in the central repository.