

Wrap-up Meeting—Activity Definition

Purpose:

The objective of this activity is to ensure that the project team discusses the project after the project has been executed so that Lessons Learned are captured and issues are analyzed.

Participants:

Project Manager, Project team, and relevant stakeholders

Inputs: Project Schedule[1], Bug Reports[1], Review Reports[1], Integrated Project Plan[3], Operational Transfer Plan[4]

Process:

1. The Project Manager calls this meeting and sends the agenda of the meeting to all the participants. All stakeholders and the entire Project team attend this meeting.
2. The Project Manager, stakeholders, and the team members discuss the project experience including problems faced during project execution.
3. Solutions to such problems are suggested and discussed.
4. Lessons Learned are discussed.
5. The minutes of this meeting are recorded and distributed.

Outputs:

Minutes of the wrap-up meeting

Wrap-up meeting—Guidelines

1. Prepare an agenda ahead of time.
2. Make sure everyone knows why you are meeting, what you hope to accomplish, and what information they are expected to bring to the meeting.
3. Organize the meeting in stages. Present information first, followed by interpretation/discussion, then decisions and action items.
4. The focus should be on discussing project experience, problems, and best practices.