



Closing out your IT Project - Half-Day Seminar

Program Number: PMGNOD / PDUs: 3

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 Closeout IT Scope

Learn how to:

- Create a historical file for all IT project plans
- Perform analysis of the scope and report results to management
- Determine how to do final analysis to make sure all project requirements were complete

3.0 IT Resource Management

Handling issues such as:

- Reassigning team members and releasing sub-contractors
- Rewarding team members and paying bonuses
- Writing letters of recommendation for team members

4.0 Closeout the IT Schedule (Time)

Learn how to:

- Analyze schedule performance
- Analyze estimated duration vs. actual and interpret the data
- Store completed project schedules as a resource for future projects

Group exercise in analyzing a completed schedule

5.0 Closeout the IT Budget (Cost)

Examine how to:

- Perform post project evaluation on the cost data
- Analyze estimated cost compared to actual cost
- Evaluate how to store cost results to help you better estimate future projects

Group exercise in analyzing a completed budget.

Course Objectives:

The participants will learn the IT project manager's role in the closeout phase of a project.

Learn How to:

- Define the term lessons learned and explain the role of lessons learned in the project management process
- Define the elements in the project management closeout phase
- Prepare for hand over to team and customer maintenance
- Perform customer evaluation
- Celebrate the project's success
- Reward team members
- Set-up hand off to customer
- Document project's lessons learned
- Transition to Maintenance Mode

6.0 IT Risk Evaluation

Determine how to:

- Perform a risk evaluation
- Use data to improve the way you identify and plan for risk in the future

7.0 IT Quality Assessment

Learn how to:

- Carry out a quality evaluation on a project
- Use this information to improve the quality of future projects

8.0 IT Contract Evaluation

Learn how to:

- Perform an inventory closeout and release claims
- Make final payment and evaluate procurement performance



- Perform a contractor's evaluation for the contract closeout

9.0 IT Communicate Project Results

Learn how to:

- Communicate IT project results
- Create the closeout report

Group exercise in putting together a closeout report