



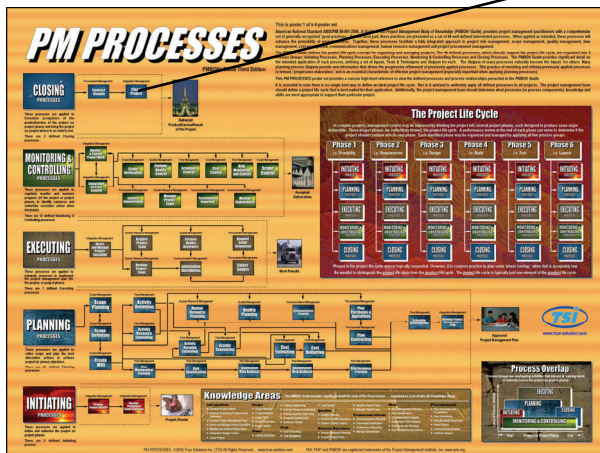
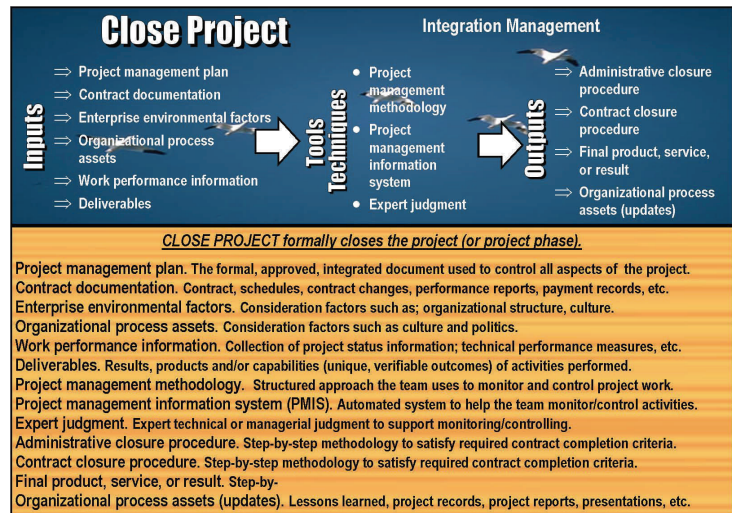
Applying the Close Project Process

Close Project is the process of formally ending either the project or project phase. Close Project documents project results to formalize the acceptance of the product of the project (or project phase).

Close Project is performed by collecting project records, analyzing project performance, analyzing lessons learned and archiving all project information for future review and use.

The Close Project process is intended to deliver three primary outputs:

- 1) The final product/service/result of the project (formally accepted).
- 2) The contract closure procedure. Details all the activities required in settling and closing project contract agreements.
- 3) The administrative closure procedure. Details all the activities required in executing administrative closeout of the project.



Close Project Must Know Concepts

1. “Close Project is the process of formally ending either the project or project phase.”
2. “Close Project documents project results to formalize the acceptance of the product/service/result of the project (or project phase).”
3. “The primary deliverables (Outputs) of the Close Project process include the formally accepted product/service/result of the project, a contract closure procedure and an administrative closure procedure.”
4. “Close Project is performed by collecting project records, analyzing project performance, analyzing lessons learned and archiving all project information for future review and use.”

