



**FACULTY OF  
ECONOMICS AND  
ADMINISTRATION**



MASARYKOVA UNIVERZITA

# **Business Projects Seminar Slides**

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# Seminar 7

## Closing a Project

The *purpose* of the *Closing a Project* process is to provide a fixed point at which acceptance for the project product is confirmed, and to recognize that the objectives set out in the Project Initiation Documentation or the approved changes to the objectives have been achieved or that the project has nothing more to contribute. (Axelos, 2009, p. 205)

# CLOSING A PROJECT

# Closing a project Objectives

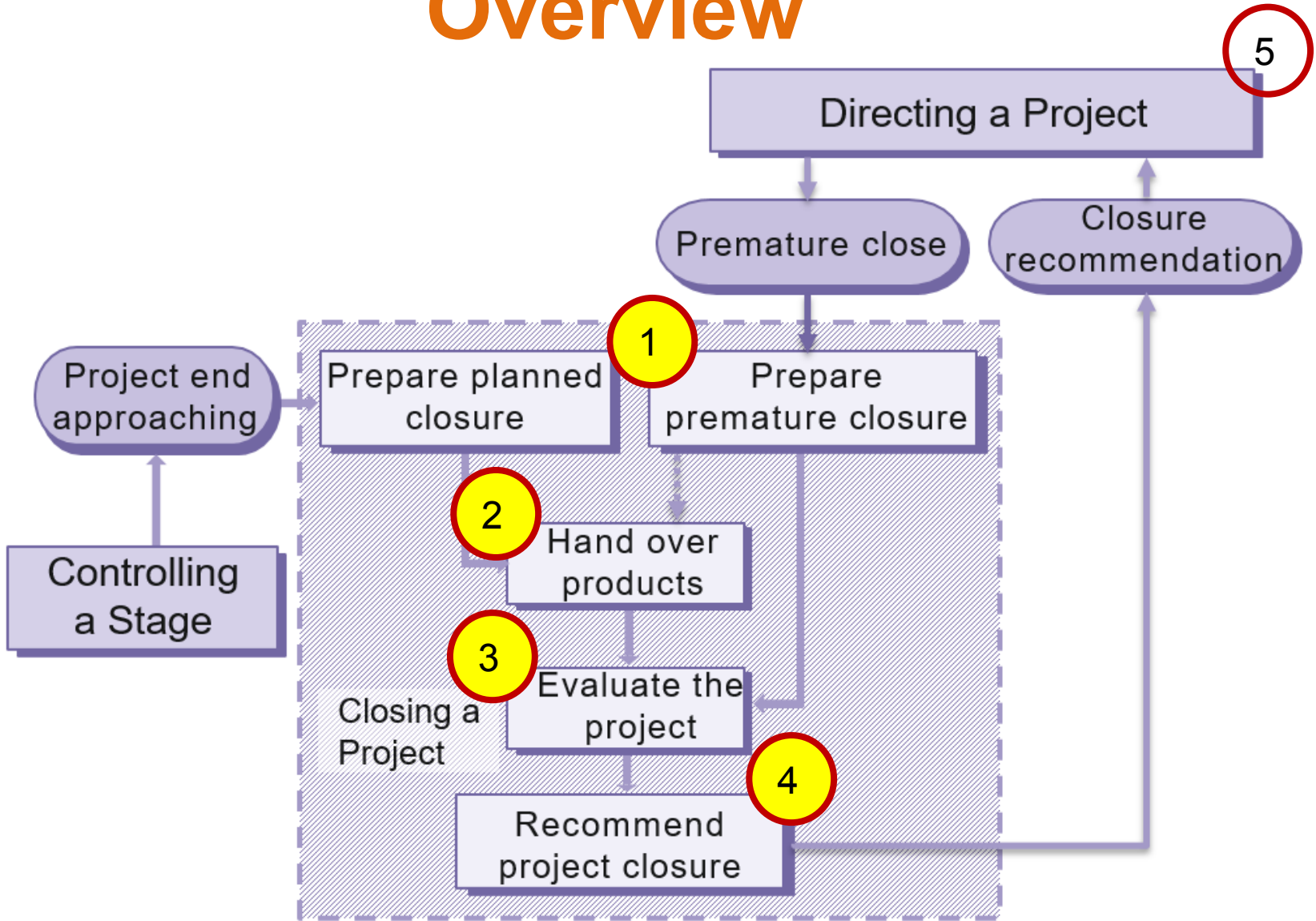
The objectives of the Closing a Project process are to:

- Verify user acceptance of the project's products and ensure that the host site is able to support the products when the project is disbanded
- Review the performance of the project against its baselines
- Assess any benefits that have already been realized, update the forecast of the remaining benefits, and plan for a review of those unrealized benefits
- Ensure that provision has been made to address all open issues and risks, with follow-on action recommendations. (Axelos, 2009, p. 205)

# Triggers and Outputs

- Triggered by a:
  - Premature closure request
  - Project end approaching
- Outputs:
  - Draft project closure notification
  - Closure recommendation
  - End Project Report

# Overview



(Ref: Figure 17.1 Managing Successful Projects with PRINCE2® 2009 edition).

Premature Closure

# EXERCISE 5 RESULTS

# Step 1

Step 1: ST 7 <u>Prepare Premature Closure</u>		
#	Action	Description of Action
1.	<b>AS 11</b> Update the Issue Register.	See Issue Register attached.
2.	<b>AS 6</b> Update the Project Plan.	Enter the actuals to date.
3.	<b>AS 1</b> Request a Product Status Report from Project Support.	Verify the status of the products produced to date.
4.	<b>AS 14</b> Seek approval from the Board to inform Corporate that all project resources will be released early.	See interoffice memo 1.

- Daily Log: 1<sup>st</sup> Entry: DLE 3, 2<sup>nd</sup> Entry: DLE 10
- Issue Register: 1<sup>st</sup> Entry: IRE 3, 2<sup>nd</sup> Entry: IRE 8
- Step 1, Action 4 Memo: RE 4, PR 23, PR 16, PR 12



# Step 2

<b>Step 2: ST 9 <u>Hand Over Products</u></b>		
<b>#</b>	<b>Action</b>	<b>Description of Action</b>
1.	<b>AS 12</b> Transfer ownership of the completed documents.	Configuration Management to change access rights from the project team to Věra Violetová. See interoffice memo 2.
2.	<b>AS 5</b> Update the Configuration Item Records.	The records should be changed to reflect that the products have been delivered to the users.

- Daily Log: 1<sup>st</sup> Entry: DLE 12, 2<sup>nd</sup> Entry: DLE 8
- Step 2, Action 1 Memo: RE 8, PR 7

# Step 3

Step 3: ST 4 <u>Evaluate the Project</u>		
#	Action	Description of Action
1.	<b>AS 13</b> Prepare the End Project Report.	See interoffice memo 3 and End Project Report.
2.	<b>AS 10</b> Prepare a Lessons Report section in the End Project Report.	See End Project Report.

- Daily Log: 1<sup>st</sup> Entry: DLE 6, 2<sup>nd</sup> Entry: DLE 11
- Quality Register: Review the register while generating the End Project Report: Step 3 , Action 1
- Lessons Log: Log is reviewed for lessons that should be highlighted to corporate or programme management. They are summarized in the Lessons Report section of the End Project Report.
- Step 3, Action 1 Memo: RE 1, PR 20, PR 11
- End Project Report: PR 13, PR 22, PR 17, PR 15, PR 14, PR 5

# Step 4

	<b>Step 4: ST 8 <u>Recommend Project Closure</u></b>	
<b>#</b>	<b>Action</b>	<b>Description of Action</b>
1.	<b>AS 9</b> Close the Issue Register and place it under Configuration Control.	See Issue Register, step 4, attached.
2.	<b>AS 15</b> Close the Risk Register and place it under Configuration Control.	See Risk Register, attached.
3.	<b>AS 17</b> Close the Quality Register and place it under Configuration Control.	See Quality Register, attached.
4.	<b>AS 8</b> Close the Lessons Log and place it under Configuration Control.	See Lessons Log, attached.
5.	<b>AS 16</b> Prepare and send the Draft Project Closure Notification to the Board for review.	See Memo 4 and Drafted Project Closure Notification.
6.	<b>AS 4</b> Close the Daily Log and place it under Configuration Control.	See Daily Log Register, step 4, attached.

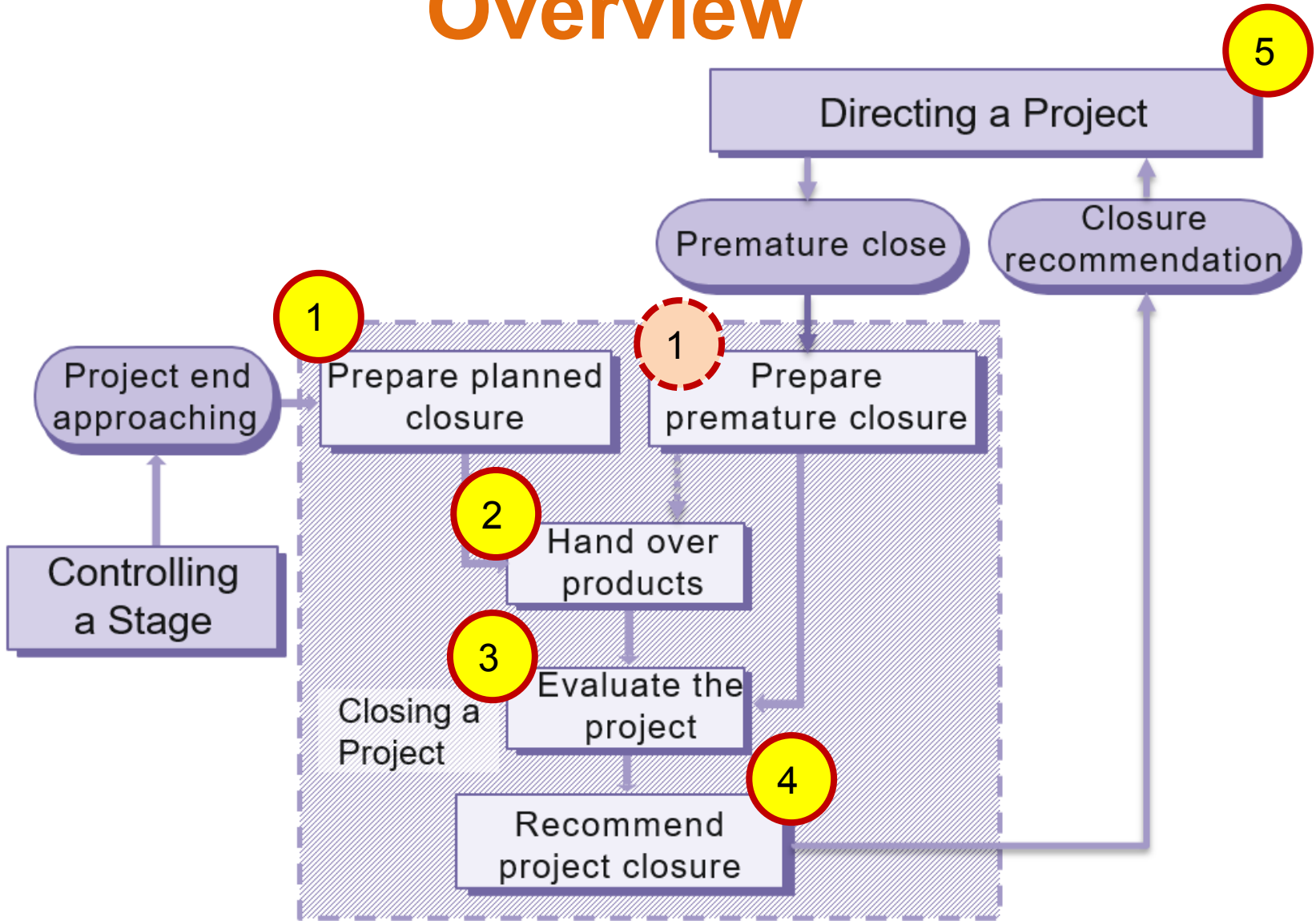
# Step 4, continued

- Daily Log: 1<sup>st</sup> Entry: DLE7, 2<sup>nd</sup> Entry: DLE 5, 3<sup>rd</sup> Entry: DLE 15
- Issue Register: 1<sup>st</sup> Entry: IRE 9, 2<sup>nd</sup> Entry: IRE 12
- Risk Register: Close the register and have it placed under configuration control with access rights set to read only.
- Quality Register: Close the register and have it placed under configuration control with access rights set to read only: Step 4, Action 3.
- Lessons Log: close the register and have it placed under configuration control with access rights set to read only.
- Step 4, Action 5 Memo: RE 7, PR 1, PR 9, PR 3, PR 18
- Draft Closure Notification: PR 21, PR 10, PR 19

# Normal Closure

- The same basic process as premature closure.
- Major difference is the trigger and possibly handover of products.

# Overview



(Ref: Figure 17.1 Managing Successful Projects with PRINCE2® 2009 edition).

# Homework

- Review project closure in the book.
- Review Appendix E, pages 287 to 294 in the PRINCE2 book