

Closing Projects and Lessons Learned

Many organisations insist on completing a lessons learned exercise at project completion. However, it seems that despite the effort involved in such an exercise, the lessons are at best identified, but rarely learned and applied back in the work place. In addition, the activities needed to close a project are often neglected leading to poor handover and dissatisfaction by the users or customers. This workshop will go through the closure stage of a project and show the activities necessary to ensure a smooth handover into operations and how lessons identified through the project can be exploited for the future good of the organisation.

Course duration

1-day.

Who should attend?

Project managers, programme and project office staff, work package leads and anyone who has a role in the handover and closure stage of a project.

Course content

Tailored to suit the requirements but will typically include:

- An overview of the project lifecycle
- Reviewing project success and realising benefits
- Project closure notification
- Closure activities
- Product and project acceptance and sign-off
- Project data, reporting and archiving of files
- Handover activities
- Benefit realisation strategies and plans
- End of project reporting
- Lessons learned and continuous improvement
- Team review

Pre-requisites

Delegates must have had some past involvement in delivering a project and ideally some experience of the closure phase of a project, be it successful or unsuccessful, either as a project team member or project manager.

Course style

These workshops are highly participative using exercises, case studies and practical work.

Availability

This course is available as an in-house programme only and can also be tailored to match the needs of your organisation. To discuss dates and venues please contact Provek.

