Project Management @Nemours

Closing a Project

Facilitator Guide

Essential Knowledge and Skills:

The learner will be able to:
- ✓ List the consequences of proper and improper closure of a project.
- ✓ State at least three primary considerations of closing a project.
- ✓ Finalize a project using appropriate techniques and tools.
- ✓ Explain the benefits of obtaining stakeholder sign-off.
- ✓ Evaluate a project's successes and failures.
- ✓ Complete project documentation, and archive materials and files.

Prerequisites:

- ✓ PMN101 – *Introduction to Project Management* computer-based learning (CBL) course.
- ✓ PMN201 – *Initiating a Project* instructor-led class.
- ✓ PMN202 – *Planning a Project* instructor-led class.
- ✓ PMN203 – *Executing, Monitoring, and Controling a Project* instructor-led class.

Equipment:

- ✓ Computer Workstations–One for each Student and one Instructor Workstation *attached to room speakers*
- ✓ Network Printer and Paper
- ✓ Overhead Projector–Connected to Instructor Workstation
- ✓ Projection Screen
- ✓ Dry Erase Board with Markers
- ✓ Chart Paper, Marker, and Tape

Participant Materials:

- ✓ Name Tags and Sign In Sheet
- ✓ Class Companions
- ✓ Sign Off and Lessons Learned templates (available on Project Management Central web site)
    - o Project_Sign_off_template.dot
    - o Lessons_Learned_template.dot
- ✓ Class Evaluation Form (link on Learning Services web site)

Facilitator Materials:

- ✓ Facilitator Guide
- ✓ PowerPoint Presentation

Facilitator Content Guide

Time/Resources	Content
0:20 ✓ Name Tags ✓ PowerPoint (w/audio) ✓ Class Companion ✓ Chart Paper, Marker, & Tape TOTAL – 0:20	**Introduction** 1. Participants get name tags and sign in. 2. Start PowerPoint (PPT), welcome participants, and introduce instructors. 3. Distribute class companions to insert in PM notebooks. 4. Use PPT to show "Dream Hospital" video clip and discuss how this is a product of successful project closure. **Click movie to start.** 5. Use PPT to introduce course information including purpose and objectives, and class outline.
0:35 ✓ PowerPoint ✓ Class Companion TOTAL – 0:55	**Finalizing a Project** 1. Continue PPT. 2. **Large Group Exercise: Project Closure Importance** Brainstorm with PPT questions. Participants share experiences and take notes in class companions. 3. Check for participant understanding. 4. Individual Exercise: Dimension® Xpand Plus™ Case Study (in class companion). Inform participants that it will be the basis of a few activities later in the class. 5. Class silently reads the case study and notates (10 minutes).
0:40 ✓ PowerPoint ✓ Class Companion ✓ Participant Workstations ✓ Project Sign Off – MS Word Template (on training workstations) TOTAL – 1:35	**Project Sign Off** 1. Continue PPT. 2. **Large Group Exercise: Sponsor Expectations** Brainstorm and discuss the importance of sponsor expectations. Take notes in class companions. 3. Display and discuss each section of a blank Project Sign Off form. Next, refer to the Medical Web Site Redesign example in class companions. 4. **Partner Exercise: Project Sign Off** Partners work together to each complete and save the online Project Sign Off document. Base on Dimension case study. 5. Check participant understanding and provide feedback. 6. Partners share work with class.
0:10	**Break**

Time/Resources	Content
0:45 ✓ PowerPoint ✓ Class Companion ✓ Participant Workstations ✓ Lessons Learned – MS Word Template (on training workstations) TOTAL – 0:45	**Lessons Learned** 1. Continue PPT. 2. Display and discuss each section of a blank Lessons Learned form. Next, refer to the Medical Web Site Redesign example in class companions. 3. **Partner Exercise: Lessons Learned Meeting** Partners work together to each complete and print the online Lessons Learned document. Base on Dimension case study. 4. Check participant understanding and provide feedback. 5. Partners share work with class.
0:35 ✓ PowerPoint ✓ Class Companion ✓ Chart Paper, Marker, & Tape ✓ Participant Workstations TOTAL – 1:20	**Archiving Project Documentation and Files** 1. Continue PPT. 2. Brainstorm with class on chart paper the types of documents that would be archived. Tape up paper. 3. Show example in the PPT of poor archive structure. Ask participants why it is inadequate. 4. **Partner Exercise: Designing an Archive for Digital Files** Participants work together in fours to a) suggest improvements for the example of a poor archive, and b) draw a useful folder structure in their class companions based on the documents listed on page 21. They must also label where these files will reside in the folder structures they drew. 5. Check participant understanding and provide feedback.

0:10	**Break**

0:20 ✓ PowerPoint ✓ Class Evaluation Form TOTAL – 0:20	**Wrap Up and Class Evaluation** 1. Continue PPT. 2. Briefly recap outline, objectives, main points, and thank participants. 3. Direct participants to online class evaluation form and provide instructions.
GRAND TOTAL – 3:25	