

## 7. Project Closeout

### 7.1. Closeout Procedures

During this phase the project team will reconcile the budget, ensure all vendors were paid, and ensure any remaining budgeted funds will be given to the newlywed couple. The project team will also review the overall project performance and discuss lessons learned which will be retained as historical records for use on future projects.

### 7.2. Lessons Learned

Lessons learned are a key factor in project management that allows experience from previous projects to be passed on for knowledge in future projects. After the project is complete the project team will perform an after action meeting to discuss lessons learned. This meeting will seek input from all stakeholders and help determine if all parties were satisfied with the wedding reception.

The project team will closely monitor lessons learned throughout the project lifecycle and documented in a timely and accurate manner and then finalized during the project closeout process. The purpose of this document will be for use by project managers on similar projects. The chart below shows the format to be used for lessons learned on the wedding reception project.

Category	Issue Name	Problem/Success	Impact	Recommendation
Quality Management	Food Service	Food was cold by the time it was served	Customer was not satisfied with food quality.	Add statement on contract with food service providers that food will be served at minimum temperature of 165° F

### 7.3 Historical Information

All project information recorded during the lifecycle will be documented and kept electronically in the project repository.