Closing Process

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**For my first Blog entry, I chose: Identify key activities for efficiently closing a project.**

     Final approval or sign-off, post evaluation, disburse resources, identify success and failure, archiving project records, team recognition and staff release are some of the key elements to closing a project. (Smith)  
      The first activity in closure must be the final sign-off, because the client or customer must be satisfied in the product before the work is completed. The goal in completing a project is to finish it with the customer be happy, the job isn’t done until the paperwork is complete. (Smith)  
Project Managers should complete some form of evaluation on the team members and their own performance, to furnish feedback to the shareholders, upper management, team members, and lessons learned. In this manner, everyone has an opportunity to grow from the experience.  
      Having team member follow-up meetings, privately, or giving awards to those who performed exceptionally well, in everyone’s presents, would be a way to motivate personnel to work harder for the projects in the future. I have noticed many people would do wonders with just a kind, positive comment about how much their effort is appreciated.  
      Disbursing personnel and equipment is a necessary process during closure. Equipment must be returned and receipts must be filed. Personnel must go to their next or other projects that they are or will be involved.   
      Lessons learned is a process many companies do not participate fully. It does provide a wealth of knowledge to pass-on to others, when it is used appropriately.  
When a project is completed, there is still a lot of work to be done. Kind of like cleaning up your messes after a hard day’s work. In this case, it is a project’s left-over debris that must be taken cleaned up. These steps are necessary for better performance from personnel and to reduce costs, therefore they are very good elements to have during the closing-out process of a project.

Reference:  
Smith, E. (2017). Key Activity in Closing out a Project. Chron. Retrieved from [http://smallbusiness.chron.com/key-activity-closing-out-project-35457.html (Links to an external site.)Links to an external site.](http://smallbusiness.chron.com/key-activity-closing-out-project-35457.html)