

Principles of Project Management

Module 5 Project Completion



Project Completion



- Every Project has beginning and end
- Project completion phase
 - allows project evaluation
 - ensures failed projects are also completed
 - provides input for future projects
- **Essential part of every project!**

Project Completion Meeting



- **Project Review**
 - Which goals were achieved?
 - Which goals were not achieved?
 - What worked well?
 - What did not work?
- **Praise**
 - Team work
 - Strengths
 - Particularly positive elements

Project Completion Meeting

- **Constructive Criticism**
 - Weaknesses, Negatives
 - **Reasons**
 - **How to avoid in future projects**
- **Unresolved Conflicts**
 - List items still not resolved
 - Resolution
 - Address personal attacks, unfair behaviour

Project Completion Meeting

- Project Experience
 - What lessons were learned?
 - Client Relationship
 - Management
 - Technology
 - Team Work
 - What can be applied to future projects?
 - Document, document, document
- Release (and re-assign) Team Members
- Write the Project Completion Report

Project Completion



And last

But – by no means least!

- Plan the Project Completion Party!

Contact Information



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