

Standard Operating Procedure (SOP): Project Closure and Post-Implementation Review

This SOP details the process for **project closure and post-implementation review**, encompassing final project deliverables validation, stakeholder approval, documentation of lessons learned, assessment of project objectives against outcomes, resource release and reallocation, financial closure, and preparation of final reports. The goal is to ensure formal project completion, facilitate organizational learning, and improve future project performance through comprehensive review and evaluation.

1. Purpose

To provide a standardized process for formally closing projects and conducting post-implementation reviews, ensuring all deliverables meet requirements, stakeholders approve closure, organizational knowledge is captured, and resources are appropriately released or reassigned.

2. Scope

This SOP applies to all projects undertaken within the organization, regardless of size or complexity, upon reaching completion of approved scope.

3. Responsibilities

Role	Responsibility
Project Manager	Oversee closure process, coordinate activities, manage documentation, and facilitate the review.
Project Team	Provide input on lessons learned, assist with closure tasks, and support documentation efforts.
Stakeholders	Validate deliverables, approve project completion, and contribute feedback.
PMO (Project Management Office)	Ensure compliance with organizational standards and archive closure documentation.
Finance Department	Assist with financial closure and release of final payments.

4. Procedure

- Final Deliverables Validation**
 - Verify all project deliverables against agreed specifications and acceptance criteria.
 - Conduct quality assurance checks as required.
- Stakeholder Approval**
 - Present deliverables for formal stakeholder approval.
 - Obtain sign-off or documented acceptance from key stakeholders/client.
- Documentation of Lessons Learned**
 - Organize a project review session with the team and stakeholders.
 - Capture and document best practices, improvement opportunities, and issues encountered.
 - File lessons learned in the organizational knowledge repository.
- Assessment of Objectives vs. Outcomes**
 - Compare project objectives with actual outcomes achieved.
 - Assess project performance, quality, schedule, cost, and scope adherence.
- Resource Release and Reallocation**
 - Release project team members and reassign them as appropriate.
 - Decommission or transfer project assets and resources.
- Financial Closure**
 - Finalize all project accounts, ensure all invoices are processed, and close budgets.
 - Prepare and submit final financial reports to relevant authorities.
- Preparation and Distribution of Final Reports**
 - Compile the final project closure report, including performance, lessons learned, and recommendations.
 - Distribute reports to stakeholders and archive documentation as per organizational policy.

5. Documentation and Records

- Project Closure Checklist
- Acceptance/Signed-Off Documents
- Lessons Learned Register
- Post-Implementation Review Report
- Final Financial Report

6. References

- Project Management Policy
- Quality Management Guidelines
- Lessons Learned Repository
- Financial Management Procedures

7. Revision History

Version	Date	Description	Author
1.0	2024-06-20	Initial release	PMO