

Closeout Process for New Starts Projects



AUDIT CHECKLIST

- Audit Satisfactory
- Non-conformances found
- Observations made

Cedrick Baker
Program Evaluation and Audit

Goal

- Formalize a consistent closeout process

Work

- Review all audits and create procedures

Deliverable

- Create documents

Results

- Created a list of all CCLRT Project audits and reviews
- Provided a procedures guideline and proposed methodology
- Created a closeout summary including:
 1. List of all recommendations given
 2. Corrective action status on all internal audits
 3. Timetable for completion of corrective action
 4. List of all staff members responsible

Benefits



- Efficiency
- Follow ups
- Information

Project Lessons Learned

- Risk of scope creep
 - Many variables involved in a project
 - Time management
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- Your project team is a great resource...so use them!

PMDP Lessons Learned

- Planning
- Resource management
- Leadership

- **Communication!**

THANK YOU:

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