Closing a Project

👤 Project Manager 🔧 Projects

Instructions: Use this lab work sheet to complete a set of short and meaningful tasks at your own time and pace to complement your formal learning of the platform in the classroom. While the examples used herein may be different from (or not available) in your organisation's the platform instance, you can populate the system with your own data and follow the exercises. Ensure that you are already an enabled user in the the platform for Project application.

Please note the Job Aid for **Closing a Project** within the Learning section compliments the following lab sets, each of which contains two sets of data; Set A and Set B.

Lab Exercise 1.   Complete Key Dates
Lab Exercise 2.   Complete Deliverables
Lab Exercise 3.   Reconcile Project Financials
Lab Exercise 4.   Close All Open Issues
Lab Exercise 5.   Close All Open Risks
Lab Exercise 6.   Close All Open Change Requests
Lab Exercise 7.   Produce Final Status Update

1. Complete Key Dates

Set A

Name	Currency Exchange Capability Available
Status	✓ Done
Name	Financial True-up
Status	✓ Done
Name	Improved Employee Morales
Status	✓ Done

Set B

Name	Employee Survey
Status	✓ Done
Name	Realised Revenue
Status	✓ Done
Name	Quarterly Revenue Review
Status	✓ Done

2.Complete Deliverables

Set A

Name	Vendor Onboarding Packet
Status	Completed
Progress Update	Vendor Onboarding Packet has been completed and distributed
Name	Office Furniture Installed
Status	Completed
Progress Update	Office furniture and equipment has been installed at Chicago Campus
Name	Swag Bag
Status	Completed
Progress Update	Swag bag has been issued to employees with items contributed by vendors

Set B

Name	Mobile App Requirements Document
Status	Completed
Progress Update	Document finalised for auditing purposes.
Name	Meeting Handouts
Status	Completed
Progress Update	Meeting hand-outs have been printed and distributed
Name	Analysis Report of the Current HW, SW, and Comm
Status	Completed
Progress Update	Analysis of new feature requirements completed

3. Reconcile Project Financials

Set A – Hardware Budget

Name	Big Routers
Actual Cost	$10,000
Transaction Note	Invoice 345321
Name	Hardware
Actual Cost	$30,000
Transaction Note	Invoice 345325
Name	Team Servers
Actual Cost	$20,000 for each month
Transaction Note	Invoice 345329, 345330 and 345331

Set A – Labour Budget

Name	Labour Expense
Actual Cost	$105,000
Transaction Note	Invoice 90765

Set B – Software Budget

Name	Licences
Actual Cost	$30,000
Transaction Note	Invoice 345367
Name	Ongoing Costs
Actual Cost	$90,000
Transaction Note	Invoice 345368

Set B – Travel Budget

Name	Travel Expense
Actual Cost	$90,000
Transaction Note	Invoice 90778

4. Close All Open Issues

Set A

Name	Not All Executives Available
Status	Closed
Progress Update	Available executives ascertained
Name	No Budget for New Product Development
Status	Closed
Resolution	Budget was reviewed and funds made available for new product development

Set B

Name	Legal Review
Status	Closed
Progress Update	Legal review was delayed by two weeks but is now finalised.
Name	Equipment Backorder
Status	Closed
Resolution	New recycle bin model sourced and delivered.

5.Close All Open Risks

Set A

Name	Exceed Hardware Budget
Status	Closed
Name	Lose Customers
Status	Closed

Set B

Name	Skilled Developers
Status	Closed
Name	Additional Scope
Status	Closed

6.Close All Open Change Requests

Set A

Name   Replacement Application

Status   Rejected

Set B

Name   Additional Budget

Status   Approved

7. Produce Final Status Update

Set A

Project KPI (Current)	On Track
Status Date	Set the date to reflect the project close date from the date picker 📅
Project Status	This project is on track and has reached closure.
Deliverables KPI	On Track
Deliverables Status	Tracked as planned
Schedule KPI	On Track
Schedule Status	Tracked as planned
Work KPI	On Track
Work Status	Tracked as planned
Financials KPI	On Track
Financials Status	Tracked as planned
Issues KPI	On Track
Issues Status	Tracked as planned
Risks KPI	On Track
Risks Status	Tracked as planned
Change Requests KPI	On Track
Change Requests Status	Tracked as planned

Set B

Project KPI (Current)	On Track
Status Date	Set the date to reflect the project close date from the date picker 📅
Project Status	Tracked as planned with some cost variance, project has now achieved closure
Deliverables KPI	On Track

Deliverables Status	Tracked as planned
Schedule KPI	On Track
Schedule Status	Tracked as planned
Work KPI	On Track
Work Status	Tracked as planned
Financials KPI	On Watch
Financials Status	Some cost variance was encountered during the project delivery
Issues KPI	On Track
Issues Status	Tracked as planned
Risks KPI	On Track
Risks Status	Tracked as planned
Change Requests KPI	On Track
Change Requests Status	Tracked as planned