FINANCIALLY CLOSING THE PROJECT

- Make sure unused funds are given back to Finance via change controls.
- PMO related tasks:
  - No more resources booking time to the project. Timesheet entry should be locked.
  - Activate process to release project resources into general resource pool.
  - Leverage PPM tool to lock the project and put it in closure stage.
  - Submit final status reports
  - Final project artifact review by governance
  - Project Manager is released into general resource pool.
- Formal handshake between PM and Support Group to take over
  - Handle finances relating to depreciation, licensing, support or write-offs.
- Document your project accomplishments & challenges you overcame for next performance review. Understand the financial benefit of your project to the organization.
- Celebrate!!