

Verifies all work & deliverables are accepted
 Finalise open claims
 Tying up loose ends
 ALL Proc. must be closed out

Confirm work is done to requirements

complete proc. closure

Closed when

Contract is completed

Contract is terminated before work completion

Difference to PROJECT closure

Many proc. may be closed on a P

Proc. closure MUST occur before project closure

Proc. closure requires MORE record keeping & generally is MORE formal than P closure

Proc. closure is done at completion of each contract

Index & archive records

Updt lesson learned knowledge base

Product verification

check to see if work was done correctly

Negotiated settlements

Final settlements may be handled by negotiations/dispute resolution

Financial closure

Making final payment

Completing cost records

Proc. audit

Review of proc. process (lessons learned)

Involves

Updt. to records

Make sure all records are complete & accessible

Final Contract Performance Reporting

Create a final report

Lessons learned

What went right

What went wrong

What do we do better next time

Proc. file

Contains ALL proc. doc's

Tools/Techniques

Proc. Audits

Negotiated Settlements

Records Mgmt. System

Input

PP

Proc. doc's

Output

Closed Proc.

Updt. OPA

12.4 Close procurements