Overview

This Job Aid defines the steps to follow for closing a project in Sensei IQ.

Projects should be formally closed to ensure that organizational reports properly reflect active and closed projects.

There are seven (7) actions associated with closing a project, you should apply the appropriate ones based on how your project was managed in Sensei IQ

1. Close out remaining work
2. Complete key dates and deliverables
3. Reconcile project financials
4. Finalize project artifacts
5. Advance the project to the next stage
6. Produce final status update
7. Harvest lessons learned

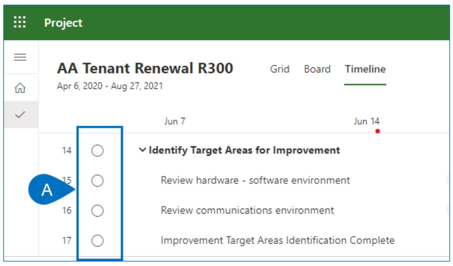
Close out remaining work

Project Manager | **Project for the web – Project to be closed is open**

1. REVIEW OPEN TASKS AND MARK THEM AS COMPLETE

a. Review all tasks and milestones in the project schedule that have remaining work (% complete not 100%) to validate that the work is complete, and the project can be closed.

b. Mark tasks and milestones as complete by clicking in the **circle**, in any view: Grid, Board, or Timeline.

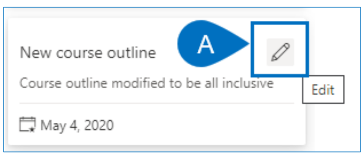


Complete key dates and deliverables

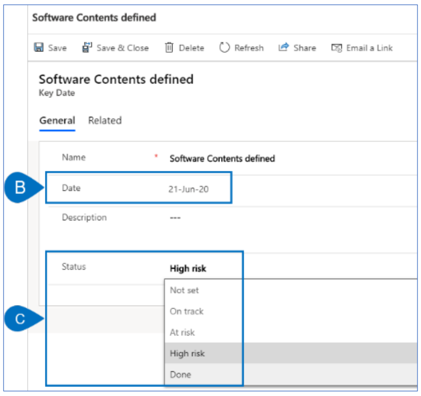
Project Manager | **Project for the web – Project to be closed is open**
Project IQ – Key Dates and Deliverables

2. COMPLETE KEY DATES

a. Open the **Key Dates** tab for the project. For all Key Dates that are not **Done** if the dates match, drag and drop the **Key Date card** to the **Done** column. If the dates do not match, select the **pencil** icon (or double click the Key Date card).



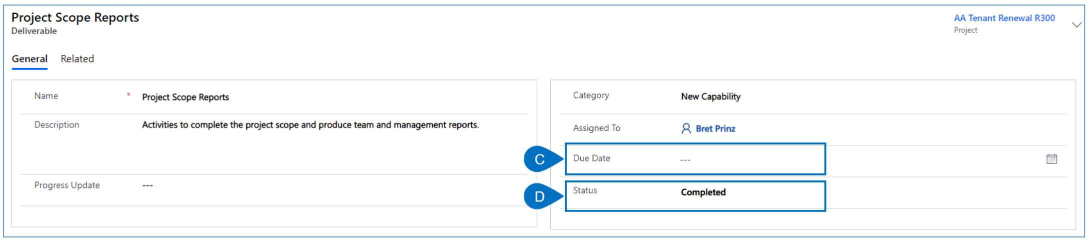
b. Update the **Date** to reflect the current schedule.
c. Set the **Status** to **Done**.



3. COMPLETE DELIVERABLES

a. Open the **Deliverables** tab for the project. For all Deliverables that are not **Completed** select the **Deliverable row**.
b. Click **Edit** (or double click the Deliverable name).

c. Update the **Due Date** to reflect the current schedule.
d. Set the **Status** to **Completed**.

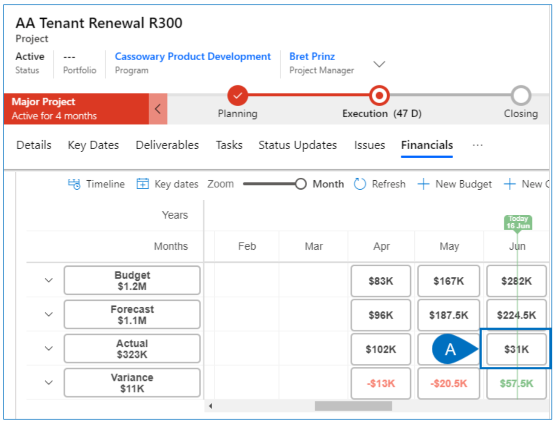


Reconcile project financials

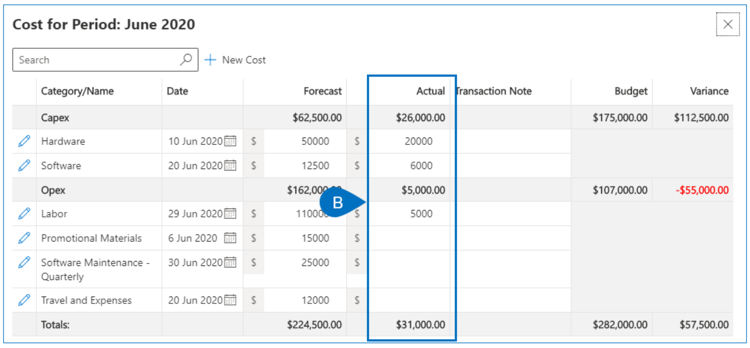
Project Manager **Project IQ – Financials**

4. FINALIZE PROJECT FINANCIALS

a. Open the **Financials** tab for the project. Review the Financial page to validate that all actual costs have been recorded. Click on the Actual card to adjust the actual costs as needed.



b. Adjust the actual costs (or click **+New Cost**) as appropriate to reflect the final costs for the project.



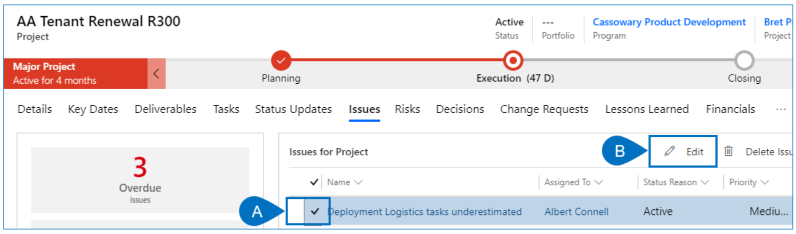
Finalize project artifacts

Project Manager **Project IQ – Issues, Risks, and Change Requests tabs**

5. CLOSE ALL OPEN ISSUES

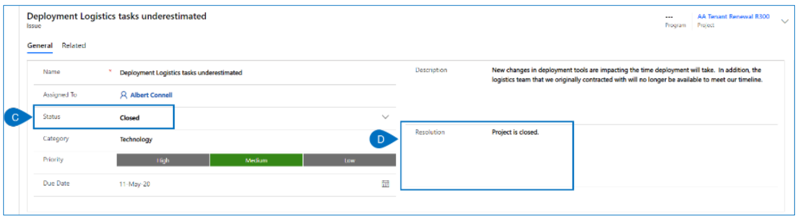
a. Open the issues tab for the project. For all the issues that are active, select the appropriate **Issue row**.

b. Click **Edit** (or double click the Issue name).



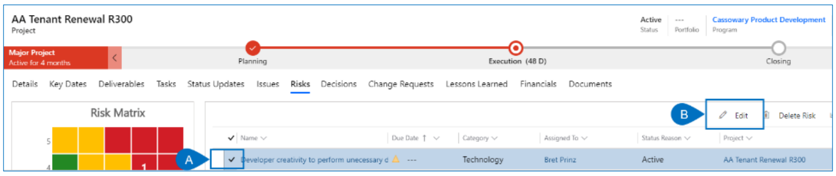
c. Set the **Status** to **Closed**.

d. Update the **Resolution** to reflect the reason for closing the Issue.

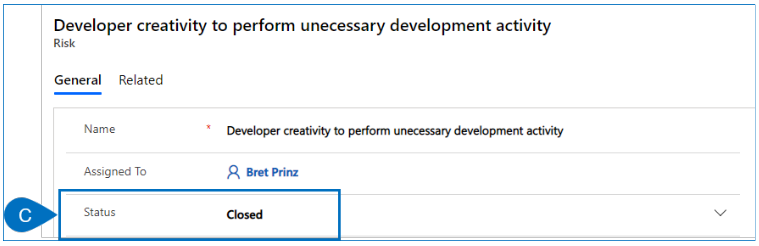


6. CLOSE ALL OPEN RISKS

e. Open the Risks tab for the project. For all the risks that are active, select the appropriate **Risk row**.
f. Click **Edit** (or double click the Risk name).

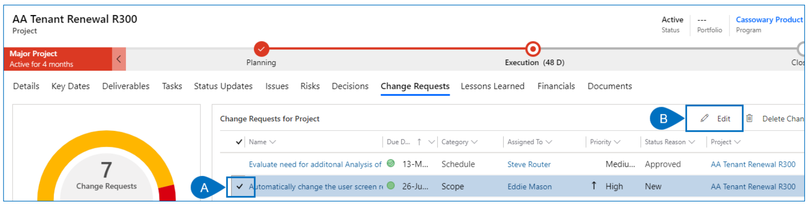


g. Set the **Status** to **Closed**.

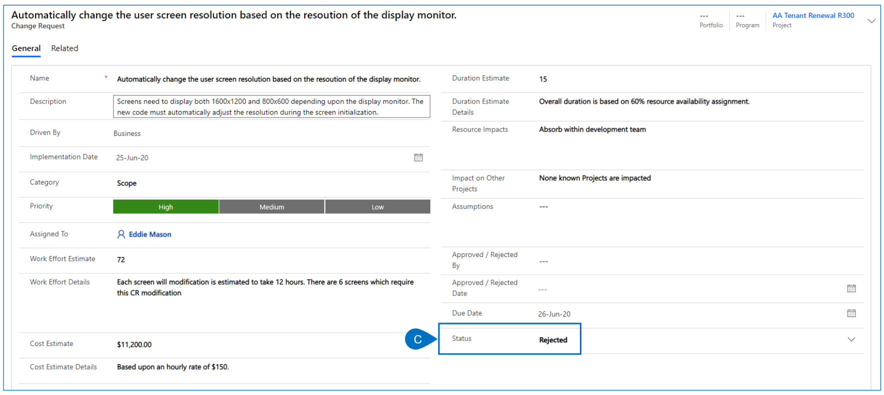


7. CLOSE ALL OPEN CHANGE REQUESTS

a. Open the Change Requests tab for the project. For all the change requests that are New, On hold or Submitted, select the appropriate **Change Request row**.
b. Click **Edit** (or double click the Change Request name).



c. Set the **Status** to **Rejected**.

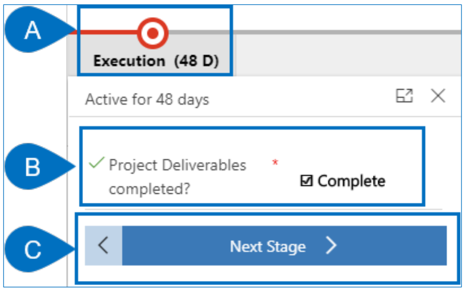


Advance the project to the next stage

Project Manager **Project IQ**

8. ADVANCE THE PROJECT

a. Click on the current stage which is identifiable by the **red dot/red circle** icon.
b. Validate that you have completed all the **checklist items**.
c. Click **Next Stage** to advance the project.



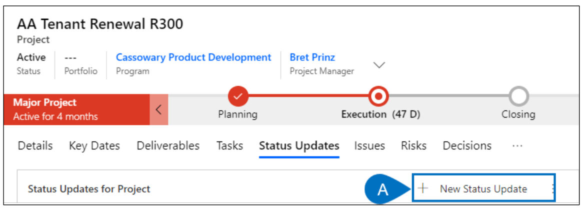
Produce final status update

Project Manager

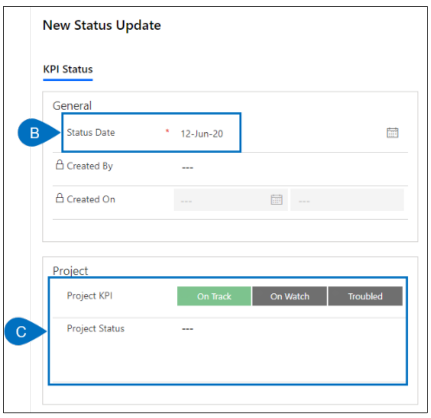
Project IQ – Status Updates
Project IQ – Status Report

9. SET PROJECT KPI AND STATUS NARRATIVE

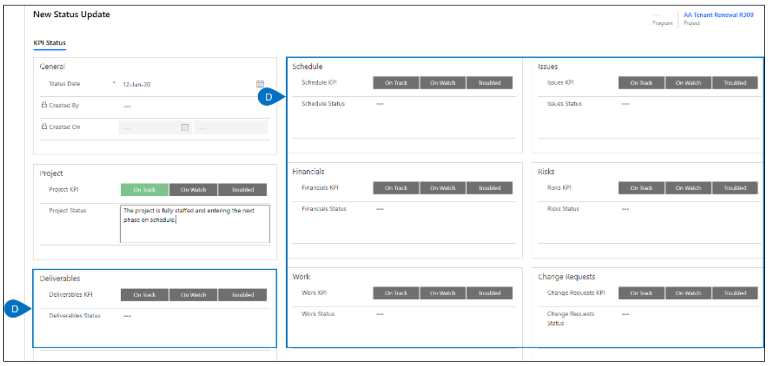
a. Open the **Status Updates** tab for the project and click **+ New Status Update.**



b. Create a new project status update to reflect the overall project status on closing. Ensure the Status Date is set to reflect the project close date.
c. Define the overall project status. Set the Project KPI and provide a clear and concise narrative to describe the overall status of the project.

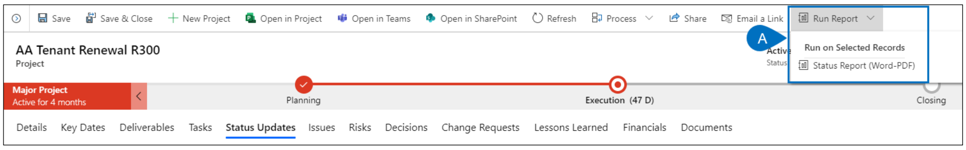


d. Set the KPI and provide a status narrative for the other relevant status areas for the overall project based on your project stakeholder's information requirements.

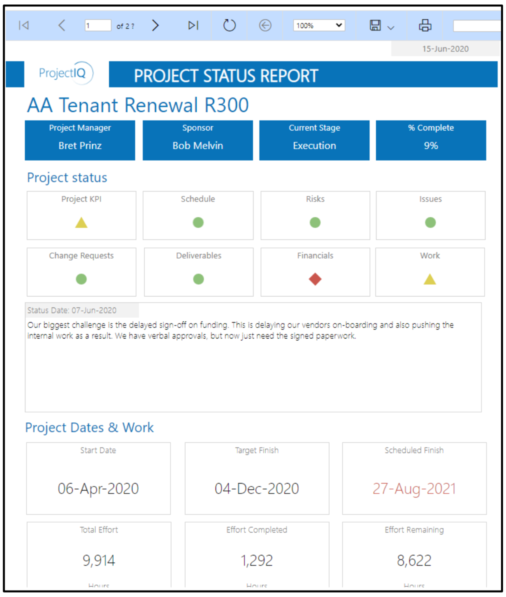


10. REVIEW AND VERIFY THE PROJECT IQ STATUS REPORT

a. Select Run Report from the command bar. Select the appropriate style of status report from the list.

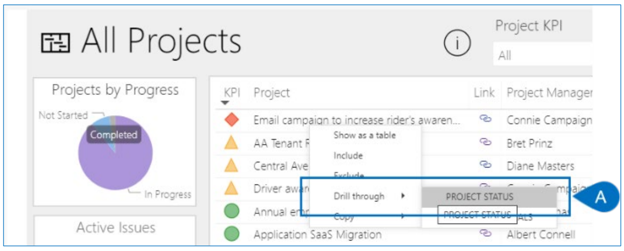


b. Review the project status report and validate that the status report reflects the overall project status at the time of closing. Return to Project IQ to ensure that the status report is accurate and consistent with the overall project's status.

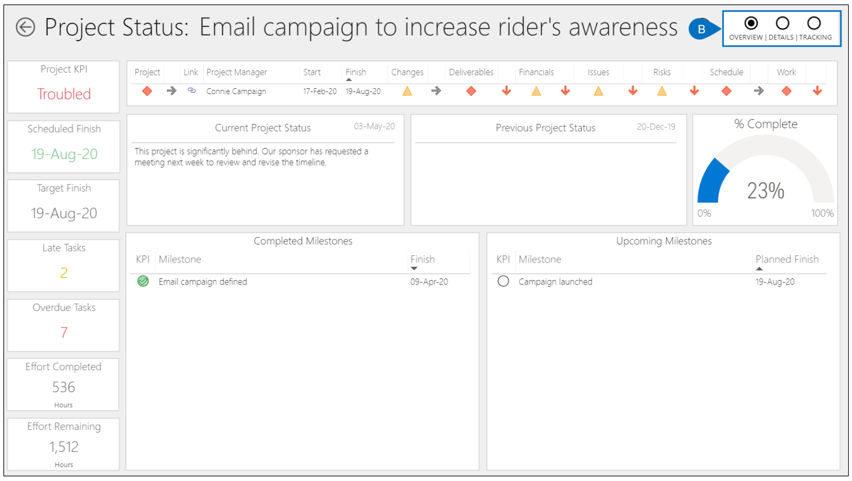


11. REVIEW AND VERIFY THE INSIGHTS STATUS REPORT

a. **Right mouse click** on the current project and click Drill through and then select **Project Status.**



b. Review the three pages (Overview, Details and Tracking) and validate that the status report delivers the appropriate message to the project stakeholders. Return to Project IQ and/or Project for the web to ensure that the status report is accurate and consistent with the project's status.



Harvest Lessons Learned

Project Manager

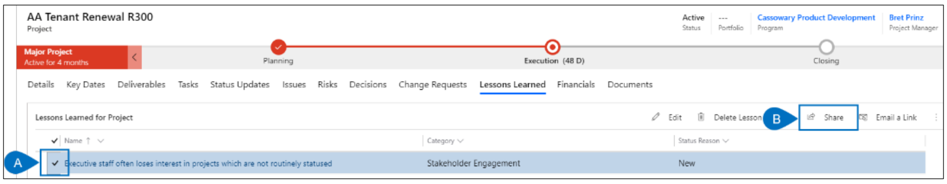
Project IQ – Lessons Learned

Project IQ – Deliverables

12. HARVEST LESSONS LEARNED

a. Open the **Lessons Learned** tab for the project and review the list for any lessons learned that have an organizational focus. Select the appropriate **Lessons Learned row.**

b. Click **Share** and notify the PMO/Best Practices organization.



13. HARVEST REUSABLE OR SAMPLE DOCUMENTS

A. Open the **Documents** tab for the project and review the list for any lessons learned that have an organizational focus. Identify any documents that have reusable or sample value to the organization and notify the PMO/Best Practices organization.