Closing a Project

🔖 Project IQ   ◯̊ Project Manager

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 senseiIQ™ in the classroom. While the examples used herein may be different from (or not available) in your organization's senseiIQ™ instance, you can populate the system with your own data and follow the exercises. Ensure that you are already an enabled user in the Sensei.IQ for Project application.

Please note the Job Aid for Closing a Project within Learning IQ 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   Realized 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 finalized 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 finalized.
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