



Managing Projects

Project managers have to manage projects so that they deliver their agreed outcomes on time, within budget and to the quality required.

This is the last in a series of five checklists about managing projects. If you would like a copy of the complete set, please contact trevor.boutall@themsc.org.

Try using this checklist next time to help you when you are finishing off a project.

Closing out projects

1. **Deliver the outcomes of the project** - hand over the products and results of the project to your client and other stakeholders involved.
2. **Confirm the success of the project** - confirm with your customer that the goals and objectives have been achieved to the quality required and against agreed success criteria.
3. **Evaluate your project** - consider what went well and what went badly; identify and evaluate the reasons for success and failure and the lessons to be learnt.
4. **Provide feedback to those involved** - provide feedback on performance to work package managers, those working on the project and also to your customer on how they contributed to the success of the project.
5. **Celebrate the completion of the project** - take appropriate opportunities to celebrate your shared success and thank and congratulate those involved.
6. **Publicise your achievements** - look for opportunities to let others know of the success of the project and your, and your organisation's, role in it.
7. **Develop follow-up opportunities** - make the most of the opportunity to identify and develop potential new projects with your client and other stakeholders.

This checklist is taken from *The Good Manager's Guide* by Trevor Boutall, available from [Amazon.co.uk: Books: The Good Manager's Guide](https://www.amazon.co.uk/Books/The-Good-Manager's-Guide/).

Next week: **Who knows? Visit www.themsc.org to find out.**