FINALISE THE PROJECT

Sustainability

ACI Redesign Methodology

SUSTAINABILITY · INITIATION · DIAGNOSTICS · SOLUTIONS · IMPLEMENTATION

Finalise the Project

During project scoping, there needs to be a clear definition of what constitutes the end of the project. This could be a particular time, such as the achievement of the goal. Following the project closure steps will help contribute to sustainability.

Sustainability

The purpose of this phase is to wrap up the project, embedding long term change into business as usual. This is where you can evaluate and share the benefits you have achieved and spread your project to other areas.

Key points

1. Complete the final deliverable

There will be remaining tasks at the end of a project. Final deliverables which support ongoing sustainability should be developed and handed over. These may include, training tools and resources, such as how to guides, which can be used in an ongoing basis. Troubleshooting guides and Frequently Asked Questions are also tools that can keep the change going.

2. Handover and sign-off

Take the time to officially hand over the project to the stakeholders who will continue the work. Even if the stakeholders taking ongoing ownership have been closely involved in the project, it is good practice to formally exchange a project closure report or handover report. Make sure you outline the next steps and ongoing processes that need action and get sign-off from both parties.

3. Store the project files

Documentation gathered during the project should be compiled and stored in a location which is agreed by the sponsor and steering committee. Organising the information chronologically will make it easier to use in the future. Find out if there are organisational guidelines on how this information should be stored.

4. Celebrate

Celebrating the end of the project is a way of acknowledging the stakeholders' work and thanking them. It's also an opportunity to highlight the successful results to date and build momentum. This is also an ideal time to communicate how the work will be sustained and any future plans.

Considerations and tips

It can be hard to let go of a change initiative that you are passionate to deliver. Take the time to reflect and record what you have learnt, and how you will apply that in your next project.

Closure report

The documented closure process should happen regardless as to why your project has ended. This includes the natural project completion stage or premature ending due to funding, priority changes or unsuccessful outcomes.

Sponsorship

Remember to include sponsors in the handover. Prepare a handover document for the sponsor (if sponsorship is changing) and agree on an action plan for them to follow to keep the change going.
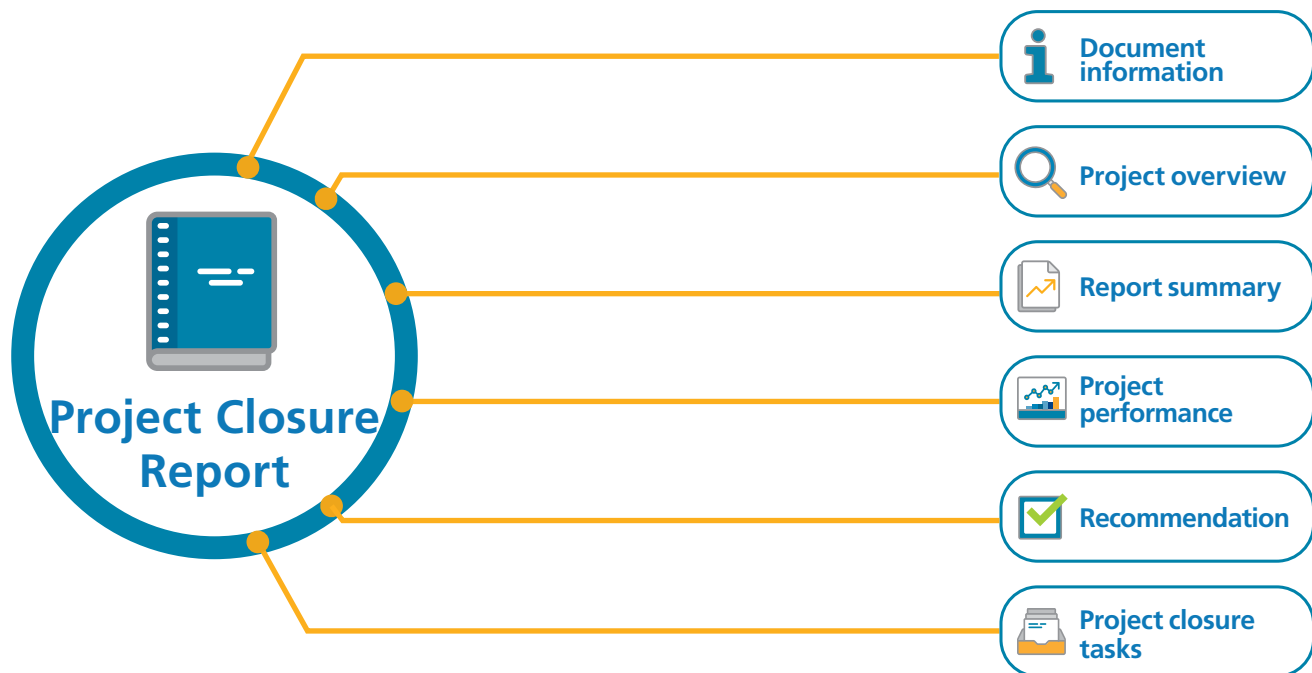
Thank your stakeholders

Thank people who have made a contribution to your project, such as project team members, champions, staff and others who have assisted with the changes. Personal thanks are best.

Show confidence

Share a sense of confidence in the new change leadership, and encourage champions and stakeholders to support them to be successful.

Project closure summary

Project Closure Report

- Document information
- Project overview
- Report summary
- Project performance
- Recommendation
- Project closure tasks

Further information

My Health Learning Log in Form – Redesign Sustainability (202465121): Introduction to sustainability and evaluation

Next steps

There are two final key steps to closing projects, include documenting and sharing lessons learned and celebrating the change.