PROJECT CLOSURE

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MANAJEMEN PROYEK PERANGKAT LUNAK

TEKNIK INFORMATIKA - UNIKOM

Project Closure

- Project closure merupakan akhir dari kegiatan proyek. Pada intinya tahapan penutupan proyek ini adalah memberikan laoran tentang hasil apa saja yang diperoleh dari suatu rangkaian aktivitas proyek.

- Pada tahap ini harus diyakinkan bahwa semua *deliverable* proyek telah dipenuhi. Semua pekerjaan yang belum terselesaikan (*outstanding task*) harus segera dicatat dan kemudian diselesaikan.

- Setelah semua pekerjaan dinyatakan selesai dalam bentuk dokumen laporan resmi, maka langkah terakhir adalah pembubaran tim proyek.

Mekanisme Project Closure

- Manajer proyek melakukan serah terima hasil pekerjaan berupa:
  - Laporan pelaksanaan pekerjaan
  - Laporan penyelesaian pekerjaan
  - Berita acara penyelesaian pekerjaan
  - Berita acara serah terima pekerjaan

- Pembubaran tim proyek

Project Termination in IT Industry

- 40% of IT application development projects are canceled before completion.

- 33% of the remaining projects face significant cost and/or schedule overruns or changes in scope.

(Standish Group of Dennis, Massachusetts, 2001)

Software Project Research

- 31% canceled before completed
- 53% cost 189% of their original estimates
- 16% complete on time and on budget

(Study by Standish Group 2001 & 2009. Survey conducted on 365 IT executive project manager with 8380 projects.)

The 10 signs of pending IT project failure

1. Project manager don't understand user needs.
2. Scope is ill defined.
3. Project changes are poorly managed.
4. Chosen technology changes.
5. Business needs change.
6. Deadlines are unrealistic.
7. Users are resistant.
8. Sponsorship is lost.
9. Project lack people with appropriate skills.
10. Best practice and lessons learned are ignored.

Project Success Criteria

Success Criteria		Points
1	User involvement	19
2	Executive management support	16
3	Clear statement of requirement	15
4	Proper planning	11
5	Realistic expectations	10
6	Smaller project milestone	9
7	Competent staff	8
8	Project team ownership	6
9	Clear vision and objectives	3
10	Hard-working, focused staff	3
Total		100

Project Closure

- Wrapping up the project
- Performance evaluation
- Retrospectives

Wrapping up the project

The major wrap up task is to ensure the project is approved and accepted by the customer.

Other wrap up activities include closing accounts, paying bills, finding new opportunities for project staff, closing facilities, and the final report.

Performance Evaluation

- Evaluation includes team, individual team members, and project manager performance.
- Vendors and the customer may provide external input.
- Evaluation of the major players provides important information for the future.

Retrospectives

- Retrospectives of lesson learned are designed to improve performance on current and future projects. Today, most retrospectives are the responsibility of an independent facilitator. The facilitator also provides major input to the closure report that will include lessons learned.

Wrap-up Closure Checklist

	Task	Completed? Yes/No
	Team	
1	Has a schedule for reducing project staff been developed and accepted?	
2	Has staff been released or notified of new assignment?	
3	Have performance reviews for team members been conducted?	
4	Has staff been offered outpalcement services and career councelling activities?	
	Vendors/contractors	
5	Have performance reviews for all vendors been conducted?	
6	Have project accounts been finalized and billing closed?	
	Customer/Users	
7	Has the customer signed-off on the delivered product?	
8	Has an in-depth project review and evaluation interview with customer been conducted?	
9	Have users , project team, vendors, training, support, maintenance are satisfy?	
	Equipment and facilities	
10	Have project resources been transferred to other project?	
11	Have rental or lease equipment agreements been closed out?	

Sample Team Evaluation and Feedback Survey

		Disagree				Agree
	Using the case below, asses each statement					
1	The team shared a sense of common purpose, and each member was willing to work toward achieving project objectives	1	2	3	4	5
2	Respect was shown for other points of view. Differences of opinion were encouraged and freely expressed	1	2	3	4	5
3	All interaction among team members occured in a comfortable, supportive atmosphere	1	2	3	4	5

FINAL REPORT

FORMAT LAPORAN

FORMAT LAPORAN TUGAS BESAR MPPL.docx

Laporan yang dikumpulkan

1. Buatlah laporan yang rapi, detail, dan jelas.
2. Buatlah daftar isi, daftar tabel, daftar gambar
3. Berikan penjelasan di setiap / sebelum dan setelah gambar/ tabel
4. Pastikan tahapan dari awal sampai akhir hasilnya sesuai.

Ketentuan Tugas

- Laporan dikirim ke email:
  gentisya.tri.mardiani@email.unikom.ac.id

- Subject: Tugas besar MPPL-Kelas-Kelompok ke-

- Nama file: TugasbesarMPPL-Kelas-Kelompok ke-.docx

- Tugas dikirimkan maksimal hari Selasa, 11 Agustus 2020 (minggu ke 2 UAS) jam 08.00 (PAGI)