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https://www.100test.com/kao_ti2020/0/2021_2022__E9_A1_B9_E7_9B_AE_E7_AE_A1_E7_c99_408.htm Close Project 项目收尾 The

Close Project process involves performing the project closure portion of the project management plan. In multi-phase projects, the Close Project process closes out the portion of the project scope and associated activities applicable to a given phase. This process includes finalizing all activities completed across all Project Management Process Groups to formally close the project or a project phase, and transfer the completed or cancelled project as appropriate. The Close Project process also establishes the procedures to coordinate activities needed to verify and document the project deliverables, to coordinate and interact to formalize acceptance of those deliverables by the customer or sponsor, and to investigate and document the reasons for actions taken if a project is terminated before completion. Two procedures are developed to establish the interactions necessary to perform the closure activities across the entire project or for a project phase: 项目收尾过程是实施项目管理计划中的项目收尾部分。对于多阶段项目，项目收尾过程结束的是同给定阶段对应的部分项目范围和有关活动。这一过程包括最后了结所有项目管理过程组完成的所有活动，正式结束项目或项目阶段，移交已完成或取消的项目。项目收尾过程还建立某些程序，用以协调核实项目可交付成果的各项活动并形成文件，协调并与顾客或赞助人联系与沟通，使其正式验收这些可交付成果，并调查在项目未能完成就终止

时采取行动的理由并将其形成文件。以下两个制定的程序用于确定实施整个项目或一个项目阶段各项收尾活动所需要的配合关系：

Administrative closure procedure. This procedure details all the activities, interactions, and related roles and responsibilities of the project team members and other stakeholders involved in executing the administrative closure procedure for the project. Performing the administrative closure process also includes integrated activities needed to collect project records, analyze project success or failure, gather lessons learned, and archive project information for future use by the organization. 行政收尾程序。本程序详细规定了项目团队成员与参加执行项目行政收尾的其他利害关系者的所有活动、相互配合，以及有关的角色与责任。实施行政收尾过程还包括将收集项目记录、分析项目成败、收集吸取的教训，以及将项目信息存档供本组织将来使用等活动统一为一个整体。

Contract closure procedure. Includes all activities and interactions needed to settle and close any contract agreement established for the project, as well as define those related activities supporting the formal administrative closure of the project. This procedure involves both product verification (all work completed correctly and satisfactorily) and administrative closure (updating of contract records to reflect final results and archiving that information for future use) 。 The contract terms and conditions can also prescribe specifications for contract closure that must be part of this procedure. Early termination of a contract is a special case of contract closure that could involve, for example, the inability to deliver the product, a budget overrun, or lack of required

resources. This procedure is an input to the Close Contract process. 合同收尾程序。该程序包括结清与了结项目的所有合同协议，以及确定配合项目正式行政收尾的有关活动时需要的所有活动与配合关系。这一程序既涉及产品核实（所有的工作均正确而又满意地完成了），又涉及行政收尾（更新合同记录，反映最后的结果，将信息存档供将来使用）。合同条款与条件也可能对合同收尾做了具体规定，若有规定，则必须成为本程序的一部分。合同的提前终止属于合同收尾的特例，例如，可能是无力提交产品，预算超支，或缺少必要的资源。本程序属于合同收尾的依据。 Figure 4-9. Close Project: Inputs, Tools

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