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https://www.100test.com/kao_ti2020/0/2021_2022__E9_A1_B9_E7_9B_AE_E7_AE_A1_E7_c99_410.htm Close Project:Outputs 项目

收尾: 成果 1 Administrative Closure Procedure 行政收尾程序

This procedure contains all the activities and the related roles and responsibilities of the project team members involved in executing the administrative closure procedure. The procedures to transfer the project products or services to production and/or operations are developed and established. This procedure provides a step-by-step methodology for administrative closure that addresses:

本程序包含参与执行行政收尾程序的项目团队成员的所有活动与有关的角色与责任。制定和建立将项目产品或服务移交生产或运营的程序。该程序是一种逐步完成的行政收尾方法, 处理的对象有: Actions and activities to define the stakeholder approval requirements for changes and all levels of deliverables 确定利害关系者批准变更和所有级别可交付成果要求的行动与活动。

Actions and activities that are necessary to confirm that the project has met all sponsor, customer, and other stakeholders requirements, verify that all deliverables have been provided and accepted, and validate that completion and exit criteria have been met 确认项目已满足所有赞助人、顾客和其他利害关系者的要求, 核实所有可交付成果已经提供并验收, 以及确认完成与出口准则已经遵循所需要的行动与活动。 Actions and activities necessary to satisfy completion or exit criteria for the project. 满足项目完成与出口准则所需要的行动与活动。 2

Contract Closure Procedure 合同收尾程序 This procedure is developed to provide a step-by-step methodology that addresses the terms and conditions of the contracts and any required completion or exit criteria for contract closure. It contains all activities and related responsibilities of the project team members, customers, and other stakeholders involved in the contract closure process. The actions performed formally close all contracts associated with the completed project. 制定这一程序是为合同收尾提供了一种逐步和顺序处理合同条款与条件，以及任何必要的完成与出口准则的方法。其中包括项目团队成员、顾客，以及参与合同收尾过程的其他利害关系者的所有活动和有关的责任。正式采取的行动了结已完成项目的所有合同。

3 Final Product, Service, or Result 最终产品、服务或成果 Formal acceptance and handover of the final product, service, or result that the project was authorized to produce. The acceptance includes receipt of a formal statement that the terms of the contract have been met. 正式验收与移交授权项目提交的最终产品、服务与成果。验收包括收到正式说明书，说明已经满足了合同条款的要求。

4 Organizational Process Assets (Updates) 组织过程资产 (更新) Closure will include the development of the index and location of project documentation using the configuration management system. 收尾包括利用配置管理系统为项目文件编制一份索引指明位置。

Formal Acceptance Documentation. Formal confirmation has been received from the customer or sponsor that customer requirements and specifications for the projects product, service, or result have been met. This document formally indicates that the customer or sponsor

has officially accepted the deliverables. 正式验收文件。顾客或赞助人已经正式确认，顾客的要求以及项目产品、服务或成果的技术规定已经满足。这份确认文件正式表明，顾客或赞助人已经正式验收了可交付成果。 Project Files.Documentation resulting from the projects activities.for example,project management plan,scope,cost,schedule and quality baselines,project calendars,risk registers,planned risk response actions,and risk impact. 项目档案。项目活动产生的文件，如项目管理计划：范围、费用、进度和质量基准：项目日历：风险登记册：规划的风险应对行动，以及风险后果。 Project Closure Documents.Project closure documents consist of formal documentation indicating completion of the project and the transfer of the completed project deliverables to others,such as an operations group.If the project was terminated prior to completion,the formal documentation indicates why the project was terminated,and formalizes the procedures for the transfer of the finished and unfinished deliverables of the cancelled project to others. 项目收尾文件。项目收尾文件包括表明项目已经完成，完成的项目可交付成果移交诸如某运营单位等其他人的正式文件。当项目尚未完成就提前终止时，这份正式文件就指明项目终止的原因，并履行正式程序，将取消项目的已完成与未完成可交付成果移交他人。 Historical Information.Historical information and lessons learned information are transferred to the lessons learned knowledge base for use by future projects. 历史信息。历史与吸取的教训信息转移到吸取的教训知识库，供将来的项目使用。

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