



Mastering Project Close-Out Procedures

Course Introduction:

This course provides participants with essential skills and knowledge for effectively closing out projects in various industries. This course emphasizes the importance of proper project closure in ensuring stakeholder satisfaction, capturing lessons learned, and finalizing project documentation. Attendees will learn best practices and methodologies to facilitate a smooth transition from project execution to completion.

Course Objectives:

Upon the successful completion of this course, each participant will be able to:

- Understand the significance of project close-out procedures in project management.
- Identify key components and documentation required for project closure.
- Implement best practices for stakeholder engagement during the close-out phase.
- Analyze and document lessons learned from completed projects.
- Develop strategies for ensuring compliance and final reporting.

Who Should Attend?

This course is designed for Project managers and team leaders involved in project execution, project coordinators and administrators responsible for documentation.

Course Outline:

Day 1: Introduction to Commissioning and Startup (CSU)

- Planning and Preparation

Day 2: Developing the CSU Plan

- Structure and Components of a CSU Plan
- Creating a Timeline and Work Breakdown Structure (WBS)
- Resource Management

Day 3: Risk Assessment and Safety Management

- Conducting a Risk Assessment
- Safety and Compliance Requirements
- Managing Safety During Startup Operations

Day 4: Troubleshooting, Optimization, and Coordination

- Common Challenges During Startup
- Optimizing Startup Operations
- Coordination and Communication

Day 5: Post-Startup Evaluation and Continuous Improvement

- Post-Startup Review
- Lessons Learned and Documentation
- Continuous Improvement

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Fees:

To be advised as per course locations. This rate includes participant's manual, Hand-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session