North Carolina
Department of Environment and Natural Resources

DENR ENTERPRISE PROJECT MANAGEMENT OFFICE (DENR EPMO)

METHODOLOGY

CLOSEOUT PHASE

Information Technology Division

PHASE 5: CLOSEOUT

Gate Approval for the Closeout Phase is not required by the SCIO. In fact, the only major activity that the EPMO QA team needs to complete is a Project Closeout Review. The completed documents should be included under the Document Management tab and the EPMO QA team should be informed, so that they may initiate the review.

Click the link below for a copy of the template.

http://www.epmo.scio.nc.gov/documents/docs_misc/EPMO_Project_Closeout.xls

It is standard Industry Best Practice and a requirement within the PPM workflow to produce and maintain a record of 'Lessons Learned' during the life of the project.

Click on the link below for a detailed discussion regarding this Best Practice:

http://www.epmo.scio.nc.gov/documents/docs_misc/LessonsLearned.pdf

Click the link below for a copy of the template. This template should be completed and included under the Document Management tab.

http://www.epmo.scio.nc.gov/documents/docs_PortfolioManagmentInitiative/Templates/LESSONSLEARNED.doc

GLOSSARY

CASE - Computer Aided Software Engineering

COTS - Commercial off-the-shelf software designed to be easily installed and to interoperate with existing system components.

DBMS - Database Management System

DENR – Department of Environment and Natural Resources

DENR EPMO – Department of Environment and Natural Resources Enterprise Project Management Office

EPMO - Office of Information Technology Services (OITS) Enterprise Project Management Office

EPMO QA – Team within the OITS EPMO that reviews all projects and status reports.

GOTS - Government off-the-shelf, generally preferred for government purposes.

ITS - Information Technology Services

OITS - State Office of Information Technology Services

PMA - Project Management Advisor

PPM - Project Portfolio Management

RAD - Rapid Application Development as used in software development/management

RFP - Request for Proposal

SCIO - State Chief Information Officers who directs the Office of Information Technology Services

UMT - UMT Consulting Group the developers of the project portfolio tool