

PROJECT MANAGEMENT PROFESSIONALS COMMUNITY OF PRACTICE

Resources Digest Vol 2 Issue 5

August 15, 2023



Summer, where did you go?

Summer just started, right? It seems like every year, it goes by faster and faster. The semester approaches sooner and sooner. How could summer just end? And what did we do? Did we get it all in before school starts up again? Projects are the same way. When we start, the end seems so far off but while we work through the day-to-day pieces of the project, the end gets closer and closer. And once the end is near and the deliverables delivered, are we done?

[The Project Management Institute \(PMI\)](#) tells us that *many practitioners overlook the project closing process group. To them, successful project delivery is defined by the completion of deliverables as per the objectives of time and cost. They consider project closing as overburden, work that is done to satisfy organizational requirements, and in many cases of little significance, if any.*

Little do these practitioners know that the Project Closing Process Group is as impactful and significant as the Initiation, Planning, Executing, and Monitoring and Controlling Process Groups. Failure to conduct thorough project close out could potentially (a) put the organization at a considerable amount of risk, (b) prevent the organization from realizing the anticipated benefits from the deliverables of the project, (c) result in significant losses to the organization, and (d) undermine the project manager and project management team's credibility.¹

We hope that the resources in this issue help you with your project closeouts and prepare you for more successful projects in the future. If you have any suggestions for resources that you believe will benefit the community or topics that you are looking for more information on, please let us know!

¹ Aziz, E. E. (2015). [Project closing: the small process group with big impact](#). Paper presented at PMI® Global Congress 2015—EMEA, London, England. Newtown Square, PA: Project Management Institute.

Happy Project Managing!



SEPTEMBER 2023 MONTHLY WEBINAR

For our September 2023 Monthly Webinar, two of our fellow SUNY professionals have agreed to present their SUNY Technology Conference (STC) 2023 Presentation again just for us. Shannon Radford (Corning Community College) and Tom Pearson (ITEC) will be joining us to present the following:

RACI : Not Just for Project Management

This presentation will show you how to use RACI not just for project management but also duty separation within a small department or for outlining duties with campus wide software.

Not sure what a RACI chart is? [Check out this article for more information.](#)

[Find the .ics file here](#) to add the event to your Outlook/Google Calendar. The 7:00 PM Webinar information for the event is in the .ics file.

We are now taking registrations for our Fall 2023 [Project Management Fundamentals](#) and [Advanced Project Management](#) classes. Follow the links to find out more information on these virtual classes (held through Zoom) and how you can register for these classes and improve your PM skills.



Articles of Interest



Free Template: Project End Report

The Closing Report defines the completed project, the requirements that the project fulfilled and the end results of the project. It verifies that the project team delivered what was promised. The report is divided into the following sections:

- Restatement of Business Problem and Project Objective
- Restatement of Acceptance Criteria
- Acceptance Criteria vs. Completed System Changes and/or Modifications
- Change Management



Can AI Replace Thought Workers?

What was my point with this exercise? Well, you could argue that it was to get AI to write some of my article for me (or perhaps an attempt to demonstrate to the editor that I can't be replaced by software just yet), but the truth is I wanted to see how close AI could get to the capabilities of a thought worker.

Writing isn't about fingers on a keyboard, it's about finding a way to get the thoughts and ideas out of my head and onto a screen in a way that other people can understand.

In my case, writing here, I'm trying to provide a different perspective on different topics, to present an



How To Write a Project Closure Report (And What To Include)

Accomplishing a project's objective can be satisfying, but a project typically isn't done until you submit the final paperwork and get administrative approval. This final paperwork is called a closure report, and it's important because it often details valuable information to senior management and stakeholders. With the right tools, you can easily create one and complete your project successfully. In this article, we discuss what a project closure report is, list what to include in one and explain how to create your own.

- Production Support
- Open Issues
- Connections
- Future Enhancements
- Acceptance Signoff
- Summary
- Appendices

(Project Management Institute (PMI),
projectmanagement.com, 2023)

alternative view and to perhaps get you to think about things in a different way. As such, I view myself as a thought worker, someone who makes a living from the ideas that they have and their ability to communicate them. I view project managers in exactly the same way.

(Andy Jordan,
projectmanagement.com, 08/09/2023)

(Indeed Editorial Team, indeed.com,
03/10/2023)

Webinars To Watch

Don't forget to visit our [PMP CoP YouTube Playlist](#) to view all of our previous Monthly Webinars that we have held. If you have a particular topic that you are interested in for a future monthly, please let us know by emailing krista.lynch@suny.edu.



[Making Workshops Work Webinar](#)

On Demand

In this webinar, Dr. Penny Pullan shares insights into how to deliver lasting results collaboratively through in-person, virtual and hybrid workshops. Most program and project managers have no training in facilitation skills and yet they need these skills more than ever in these days of virtual and hybrid working.

(A Rebel's Guide To Project Management)



[Navigating the PMP Exam Application Process: From Start to Finish](#)

On Demand

Are you a project management professional who has recently completed PMP certification training? If so, we welcome you to, "Navigating the PMP Exam Application Process: From Start to Finish," a specially curated session to present a structured way to utilize the PMP Certification to avail all great opportunities in the project management field. During this session, our expert PMI-certified trainer will guide the audience through the next steps after attending the PMP course to complete the PMI forms for certification. Our trainer will also share tips and strategies for maintaining your PMP certification and insights on how to leverage your new skills and knowledge to benefit your professional development and your organization.

(Netcom Learning)



[Building Better Dialogue in a Hybrid Workforce](#)

Wednesday, September 13, 2023 | 12:00 PM – 1:00 PM EST

Join us to learn how to adjust your management style to successfully improve communication, foster connections, increase productivity, and develop highly successful virtual or hybrid teams. Dr. Jay Pugh, Vice President of the Center for Leadership & Development at New Horizons, will discuss how to understand your own power in message delivery, and how to adapt your communication type to the thinking styles and needs of others. Whether you're a seasoned communicator or just getting started, this is a perfect opportunity for anyone looking to apply better dialogue with others and communicate at the next level.

(New Horizons @ Logical Operations)



As my CV says, my approach to project management is of course "the carrot or the stick"...

Join our SUNY PM Listserv

Keep up to date on all things project management in the SUNY community by joining our SUNY Project Management email listserv. We send out emails about our monthly webinars, project management discussions, polls and upcoming free and low cost training opportunities.

[Join Our Listserv](#)

Links to Past Digests

[January 31, 2022 - Bi Weekly Digest Vol 1 Issue 1](#)

[February 14, 2022 - Bi Weekly Digest Vol 1 Issue 2](#)

[February 28, 2022 - Bi Weekly Digest Vol 1 Issue 3](#)

[March 28, 2022 - Bi Weekly Digest Vol 1 Issue 5](#)

[April 11, 2022 - Bi Weekly Digest Vol 1 Issue 6](#)

[July 11, 2022 - Bi Weekly Digest Vol 2 Issue 1](#)

[October 19, 2022 - Resources Digest Vol 2 Issue 2](#)

[December 1, 2022 - Resources Digest Vol 2 Issue 3](#)

[March 3, 2023 - Resources Digest Vol 2 Issue 4](#)

August 15, 2023 - Resources Digest Vol 2 Issue 5

Contact Us

The SUNY CPD is a collaborative central resource for the SUNY community providing access to high quality professional development opportunities focused on the latest trends and established best practices in higher education to enhance the capability of SUNY faculty and staff and increase SUNY's competitive advantage.



SUNY Center for Professional Development

6333 State Route 298

East Syracuse, 13057

P: (315) 214 2440

<https://cpd.suny.edu/>

