Introduction to the BPR Closing Process Phase Checklist Template

Once the activities within the Closing Process Phase are complete, the phase checklist should be reviewed and completed. The checklist assists the project team in quickly and confidently identifying areas of concern early on.

Instructions and descriptions are provided to help the reader understand each section’s purpose and how to complete it.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project |
| [Instructional text in brackets] | [Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

* title page
* version history
* table of contents
* headers
* footers

Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant changes are made.

BPR Closing Process Phase Checklist

[Once the activities within the Closing Process Phase are complete, the phase checklist should be reviewed and completed. Completion of tasks and deliverables may include:

* Close Out the BPR Project
* Create the BPR Improvement Plan
* Create and Populate the BPR Performance Report
* Other BPR specific documents or activities should be added as project needs dictate.

In the table below, enter each document/activity that should be completed during this Process Phase. Identify the task owner, their role for each document/activity, and provide its completion date.]

| Knowledge Area | Document/Activity Completed | Task Owner Name, Role | Date |
| --- | --- | --- | --- |
| BPR Lifecycle Management | Archived BPR Artifacts | [identify the person who confirmed completion] | [completion date] |
| BPR Lifecycle Management | Completed Lessons Learned | [identify the person who confirmed completion] | [completion date] |
| Business Analysis and Future Definition | Completed BPR Improvement Plan | [identify the person who confirmed completion] | [completion date] |
| Performance Management | Initial BPR Performance Report | [identify the person who confirmed completion] | [completion date] |
| N/A | Completed Closing Process Phase Checklist | [identify the person who confirmed completion] | [completion date] |