



PROJECT MANAGEMENT | PM-042

Project Closure and Handover

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Course content

Why Attend

Many projects end without proper closure: deliverables are not fully accepted, operations are unprepared, contracts remain open and lessons are lost. Structured closure protects value.

This Aractech course covers closure planning, acceptance, handover to operations, documentation, contract and financial closure, releasing resources, lessons learned, benefits handover and celebrating success. Participants develop a closure plan.

Course Methodology

- Practical sessions
- Checklists
- Case studies
- Workshops
- Group discussions

Course Objectives

- Plan project closure activities
- Secure formal acceptance of deliverables
- Hand over to operations effectively
- Close contracts and finances
- Capture and share lessons learned
- Transfer benefits ownership

Target Audience

- Project managers
- Programme managers

Course content

- PMO staff
- Operations managers receiving projects

Course outline

Detailed course outline

Day-by-day outline for Project Closure and Handover.

Day 1 - Why Closure Matters

- 09:00-09:45 | Risks of poor closure
- 09:45-10:30 | Closure types
- 10:30-11:00 | Planning
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Planning (continued)
- 11:45-12:30 | Roles
- 12:30-14:00 | Exercise: Closure review

Day 2 - Acceptance and Handover

- 09:00-09:45 | Acceptance criteria
- 09:45-10:30 | Operational readiness
- 10:30-11:00 | Training
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Training (continued)
- 11:45-12:30 | Support arrangements
- 12:30-14:00 | Workshop: Handover plan

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Day 3 - Administrative Closure

- 09:00-09:45 | Documentation
- 09:45-10:30 | Contracts
- 10:30-11:00 | Finances
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Finances (continued)
- 11:45-12:30 | Resources
- 12:30-14:00 | Exercise: Closure checklist

Day 4 - Lessons Learned

- 09:00-09:45 | Facilitating reviews
- 09:45-10:30 | Capturing lessons
- 10:30-11:00 | Sharing
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Sharing (continued)
- 11:45-12:30 | Using lessons
- 12:30-14:00 | Case study: Lost lessons

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Day 5 - Benefits and Recognition

- 09:00-09:54 | Benefits handover
- 09:54-10:48 | Post-project review
- 10:48-11:00 | Recognition
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Recognition (continued)
- 12:12-13:06 | Celebrating
- 13:06-14:00 | Capstone: Project closure plan

Seminar dates

Available seminar dates

Live dates and pricing for Project Closure and Handover generated from the course details page.

Date	Location	Format	Fee
16 - 20 November 2026	Barcelona	Classroom	€2,815
7 - 11 December 2026	Istanbul	Classroom	€1,978
21 - 25 December 2026	London	Classroom	€2,315
18 - 22 January 2027	Barcelona	Classroom	€2,815
15 - 19 February 2027	Istanbul	Classroom	€1,978
15 - 19 March 2027	Amsterdam	Classroom	€2,830
19 - 23 April 2027	Paris	Classroom	€3,825
17 - 21 May 2027	Barcelona	Classroom	€2,815
21 - 25 June 2027	Geneva	Classroom	€4,315
19 - 23 July 2027	Munich	Classroom	€3,225

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16 - 20 August 2027	Amsterdam	Classroom	€2,830
20 - 24 September 2027	Istanbul	Classroom	€1,978
18 - 22 October 2027	London	Classroom	€2,315
15 - 19 November 2027	Barcelona	Classroom	€2,815
20 - 24 December 2027	Istanbul	Classroom	€1,978
16 - 20 November 2026	Online / Live	Online / Live	€1,815
7 - 11 December 2026	Online / Live	Online / Live	€1,815
21 - 25 December 2026	Online / Live	Online / Live	€1,815
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