

VII. How to Close a Process Improvement Project



Closure and Celebration

- At the beginning, establish an aim with a definite limit so that the end is clear
- Make a group decision to close when the initial end is met or decide on another aim
- Identify a responsible party (“Little Red Hen”) to continue the project
- Evaluate the team’s work
- Complete documentation
- Share results
- Final report
- Celebrate

Scholtes, P.R., Joiner, B.L., Streibel, B.
J. (1996) *The Team Handbook*. Joiner,
Madison WI



Sample Final Report

Catalyst Project Final Report

Name of Project:

Background:

Statement of Problem or Tension to Change:

Initial Aim of Project:

Final Aim of Project:

Project PDSA Cycles:

Period of Time to Complete Project:

Team Members:

Supporting Data:

