

-
- Acknowledgment process determined and planned
 - Performance assessment completed of overall program, team and vendor
 - Final program review/status meeting held
 - Final deliverable or service completed and delivered
 - Software, equipment and tools returned by vendor, contractors, LOB participants, etc.
 - Vendor debriefed and performance reviewed with vendor
 - Program debrief conducted with team, sponsor, vendor(s) and stakeholders
 - Purchasing and contracts organizations notified of program completion
 - Final payment authorized upon confirmation of deliverable completed
 - Vendor paid final payment per contract
 - Vendor performance evaluated against selection criteria
 - Lessons learned during program captured
 - Program knowledge and lessons learned recapped and documented
 - Program recap (created above) distributed as appropriate
 - Program work plan updated with final dates and information
 - Total cost of program determined
 - Overall program costs, outcomes, and results assessed against original reason(s) for program and budget
 - Contributions to program acknowledged
 - Purchase Order closed out
 - Any final contractual documents completed