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**Project Completion Checklist**

The following are the steps leading to the official completion of a SSI Project:

1. Project lead works with the team to complete the final report, then shares with the project manager.
2. Project manager provides feedback on the final report to the lead.
3. Project manager may suggest a consultation with an assessment specialist to ensure the alignment of the “assessment plan” segment with the assessment best practices and the suggested assessment in the original Project Management Plan document.
4. Project lead shares the final report with the project team for a final review, then submits to the project sponsor by email (CC’ing the project team members, project manager, and the SSI leadership team).
5. SSI leadership team formally informs the project members about their approval for the completion of the project after reviewing the final report. They may share questions/feedback before closing the project.
6. The final report gets posted to the corresponding webpage on opmssi.uic.edu website and the graphic progress indicator gets changed to reflect completion status.
7. Project lead is requested to provide “feedback” to the Office for Project Management of Student Success Initiatives for enhancement of the procedures and methods.
8. No bi-monthly report is needed if a team is less than 2 months away from submitting the final report.
9. An announcement will be shared with the UIC campus about the completion of that particular project.