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Course Name

Project Completion Integrity

Sector Name

Project & Contract Management

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Project Completion Integrity

Course Introduction

A project can be declared complete while important work remains unfinished beneath the surface. Deliverables may have been submitted but not fully accepted, temporary solutions may still be operating, documentation may remain incomplete, residual contractual obligations may be open, unresolved defects may have been transferred to operations, and ownership of remaining actions may be unclear. In these situations, formal closure does not eliminate unfinished work; it simply moves its consequences beyond the project boundary.

BOOST Consulting & Training presents **Project Completion Integrity**, a practical program designed to help project professionals determine whether a project is **genuinely ready to be completed rather than merely administratively ready to be closed**. The course develops a multidimensional approach to completion that verifies deliverables, acceptance, unresolved work, residual obligations, operational readiness, knowledge and documentation transfer, ownership transition and value realization before project resources and governance are withdrawn.

Project Completion Integrity

Target Audience

Project and program managers, PMO professionals, project controls specialists, contract and commercial managers, and professionals responsible for handover and project completion.

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Learning Objectives

- ✓ Distinguish administrative project closure from genuine project completion.
- ✓ Define completion across technical, operational, contractual and organizational dimensions.
- ✓ Identify hidden unfinished work before formal closure.
- ✓ Verify deliverables, acceptance and residual obligations systematically.
- ✓ Assess operational readiness before transferring project outputs.
- ✓ Establish clear ownership for legitimate post-project actions.
- ✓ Build a structured Completion Integrity framework for project closeout decisions.

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Project Completion Integrity

Course Outline

✓ Day 01

Redefining What “Complete” Means

Moving Beyond Administrative Closure

- ✓ Distinguishing activity completion, deliverable completion, acceptance and project closure
- ✓ Identifying how projects can appear complete while residual work remains
- ✓ Understanding the consequences of transferring unfinished work beyond the project

Defining Completion Dimensions

- ✓ Establishing technical, operational, contractual and organizational completion criteria
- ✓ Linking completion requirements to the original project outcomes
- ✓ Building a multidimensional definition of genuine completion

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Course Outline

✓ Day 02

Exposing Hidden Unfinished Work

Detecting the Completion Gap

- ✓ Identifying incomplete deliverables, temporary solutions and unresolved actions
- ✓ Distinguishing minor punch-list items from work that compromises genuine completion
- ✓ Revealing dependencies that remain open despite reported progress

Testing Deliverables and Acceptance

- ✓ Separating delivery from verification and formal acceptance
- ✓ Confirming that acceptance criteria have been satisfied with appropriate evidence
- ✓ Detecting conditional acceptance that creates future obligations or exposure

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Course Outline

✓ Day 03

Securing Contractual and Knowledge Completion

Closing Residual Contractual Obligations

- ✓ Identifying outstanding obligations, submissions, approvals and records
- ✓ Distinguishing project completion from continuing warranty or post-completion commitments
- ✓ Assigning ownership for legitimate obligations that extend beyond closure

Protecting Knowledge and Documentation

- ✓ Verifying completeness and usability of technical and project records
- ✓ Transferring critical decisions, assumptions and operating knowledge
- ✓ Preventing project knowledge from disappearing when temporary teams are released

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Course Outline

✓ Day 04

Testing Operational Readiness and Handover

Assessing Readiness to Receive

- ✓ Confirming people, processes, systems and support arrangements are prepared
- ✓ Testing whether the receiving organization can operate and sustain the project output
- ✓ Identifying capability gaps that make formal handover premature

Designing a Clean Ownership Transfer

- ✓ Clarifying responsibility before, during and after handover
- ✓ Separating legitimate post-project support from unfinished project work
- ✓ Preventing unresolved actions from becoming ownerless after team demobilization

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Course Outline

✓ Day 05

Protecting Completion Integrity

Making the Completion Decision

- ✓ Consolidating completion evidence across all critical dimensions
- ✓ Defining conditions that justify completion, conditional completion or continued project action
- ✓ Establishing accountability for approving genuine project completion

Project Completion Integrity Lab

- ✓ Auditing a project presented as ready for closure
- ✓ Identifying hidden work, readiness gaps and residual responsibilities
- ✓ Building a Project Completion Integrity Assessment and Closure Decision

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Project Completion Integrity

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Dec. 28, 2026	Jan. 1, 2027	5 days	4250.00 \$	UAE , Dubai

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