

# Manage Corrective Action to Closure Procedure

## Revision History

Revision	Date	Change Description
A	3/21/2004	Initial Creation
B	5/20/2004	Implementation of Procedure Details

## **Purpose**

The purpose of the Manage Corrective Action to Closure Procedure is to ensure that significant deviations to the project's performance or results are addressed and solved in the best way possible and managed to closure.

## **Entry Criteria**

The entry criteria for Manage Corrective Action to Closure include:

- Project Planning has occurred.
- Project Monitoring Against the Plan has occurred.

## **Inputs**

The inputs for Manage Corrective Action to Closure include:

- Records of project performance
- Records of significant deviations
- Records of commitment reviews
- Records of project risk monitoring
- Records of data management
- Records of Stakeholder Involvement
- Documented project review results
- Documented milestone review results

## **Outputs**

The outputs for Manage Corrective Action to Closure are:

- List of issues needing corrective action
- Corrective action plan
- Corrective action results

## **Exit Criteria**

The exit criteria for Manage Corrective Action to Closure are:

- All products are reviewed and approved by the EPG.

## Tasks

The tasks for Manage Corrective Action to Closure are shown in Figure 1 and are described in the following section. Each task is a procedure described below in the task descriptions.

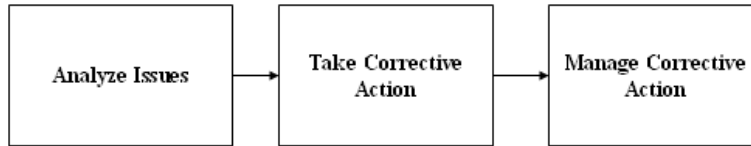


Figure 1 Manage Corrective Action to Closure Tasks

## Task Descriptions

<p><b>Analyze Issues</b></p>	<p>This task is used collect and analyze the issues and determine the corrective actions necessary to address the issues.</p> <ul style="list-style-type: none"> <li>• Gather issues needing corrective actions.</li> <li>• Analyze the issues to determine need for corrective action.</li> </ul>
<p><b>Take Corrective Action</b></p>	<p>This task is used to take corrective action on the identified issues.</p> <ul style="list-style-type: none"> <li>• Determine and document the appropriate actions needed to address the identified issues.</li> <li>• Review and get agreement with relevant stakeholders on the actions to be taken.</li> <li>• Negotiate changes to internal and external commitments.</li> </ul>
<p><b>Manage Corrective Action</b></p>	<p>This task is used to manage corrective actions to closure.</p> <ul style="list-style-type: none"> <li>• Monitor corrective actions for completion.</li> <li>• Analyze results of corrective actions to determine the effectiveness of the corrective actions.</li> <li>• Determine and document appropriate actions to correct deviations from planned results for corrective actions.</li> </ul>



**Approval**

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Karl Schwab  
Emenu President

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John Wagner  
EPG Director