CLASP Module: Project Closeout (2 hours)

- What reports are submitted
- What is needed to submit a report
- What happens if a report isn't submitted

Objectives: To obtain an understanding of -

- The importance of timely and accurate close-outs
- The chronology of steps in closing out an account, including assignment of responsibility
- What information needs to be submitted to ORACS for close-out
- Interdepartmental and intradepartmental teamwork required for timely, accurate close-out