

# PROJECT CELEBRATION



**Q: What would make YOU  
feel good at a celebration?**

## Celebration Best Practices

1. Celebrate after the final presentation to your steering committee
2. Invite everyone who worked on the project
3. Keep it short and make it fun – it's not about the PowerPoint that you create, it's more about acknowledging the team's efforts. A quick game or short activity can go a long way in engaging everyone!
4. Not everyone remembers all the details of the project, so don't forget to include the project recap (why we did it) and what the outcome was  
*Leverage pieces from your final report/presentation*
5. Ask your project sponsor to share a few words

Celebrating the completion of a project is an important part of project management. A well-timed celebration acknowledges the team's hard work, provides closure, boosts morale, and reinforces a culture of appreciation. It also helps energize the team for the next initiative.

## *Tips for Planning Your Celebration*

- Invite the full project team to the celebration. Schedule it after your final report presentation.
- Keep it short, simple, and fun.
- What to include:
  - Ask the Sponsor to say a few words of appreciation.
  - Recap the project story. Revisit the “why” and what was accomplished. Share what people had to say (survey results).
  - Highlight standout efforts and challenges overcome.
  - Optional “add-ons”: A project trivia game, food/snacks, certificates.
- Consider how to make it special for your team. What does your project team like?

# Examples of Celebrating In Person

## Celebrate with cake



## Celebrate with a Celebration Cart (push coffee and treats past everyone's desks)



# Examples of Celebrating Virtually

## Acknowledge every team member

ServiceNow Request Management Project



An “ABC Recognition” allowed each team member to be acknowledged, as well as the team members’ collective attributes (achiever, adaptable, bright, brainy, etc.).

# Give fun “awards” to each team (Gumby Award, Hammer Award, SpongeBob Award, Einstein Award)

Statewide Reporting Dashboard Project

Overview

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"Awards"

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This was a project with multiple teams from different departments. Random “awards” were created. Time was provided for shoutouts and team recognition.

# Incorporate a game

## Unified Communications Project



This was an Aloha-themed celebration and team members were invited to wear something Hawaiian. Attendees got to hear feedback from the stakeholders (via the survey) as well as words from the Project Sponsor. Teams were acknowledged collectively. There was a music guessing game where 8 phone-related songs were played (I Just Called To Say I Love You by Stevie Wonder, Call Me by Blondie, etc.), since this project included rolling out new phones compatible with Microsoft Teams.