

## ***ABSTRACT***

Each end of the project always requires *closing* to terminate and declare officially that the project is completed both physically and non physically. Basically every project needs a document analysis of the *closing* to provide an evaluation as well as assessment for partners to make the project work maximally and finish on time. In the absence of document analysis and deviation occurs when the project runs then the project is not maximized. Therefore, document analysis of *closing* is very important in every project. This study aims to analyze the closure for the STO shutdown project during the *closing* phase by using document analysis.

The STO shutdown project is implemented for 58 calendar days beginning on February 6, 2018 to April 20, 2018. Judging from the Analysis on variance and trend analysis, the project is experiencing a time delay which should be completed on April 20, 2018 to April 23, 2018, project implementation also occurs due to the constraints or risks that occur during the project that made the project implemented is not completed optimally, Actual *Cost* for this project amounted to Rp.127.842.725.00, with the *cost baseline* of Rp120.688.169.00 in this case the partner who undertaking the project is adversely affected by the final report which is the consideration of future cooperation.