Project Closure Report

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| **Document Issue Status** |

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| Document ID: | | Document Issue No:  Document Revision No: | |
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| Distribution list |  | | |

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| **Document Amendment Record** |

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| Sl. No. | Issue No. | Revision No. | Approved Date | Pages Modified | Remarks  (Modifications) |
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# Project Overview

### Brief Description

*<Provide high level objective of the project>*

### Project Summary

|  |  |
| --- | --- |
| PROJECT CODE |  |
| PROJECT NAME |  |
| START DATE | <dd-MMM-yyyy> |
| END DATE | <dd-MMM-yyyy> |
| ESTIMATED SIZE IN FP |  |
| ESTIMATED EFFORT IN PERSON DAYS |  |
| TEAM SIZE |  |

### Main Stakeholders

|  |  |  |
| --- | --- | --- |
| **ROLE** | **NAME** | **EMAIL** |
| Customer Contact Person |  |  |
| Project Manager |  |  |
| Project Lead |  |  |
| QC Manager |  |  |

# Project Performance

### Project Schedule Performance

|  |  |
| --- | --- |
| Planned Start Date |  |
| Planned End Date |  |
| Actual Start Date |  |
| Actual End Date |  |
| Variance in Days |  |
| Variance % |  |

### Project Effort Performance

|  |  |
| --- | --- |
| Estimated Effort in Person Days |  |
| Actual Effort in Person Days |  |
| Variance in Person Days |  |
| Variance % |  |

# Milestone & Deliverable Performance

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Deliverable** | **Planned Target Date** | **Actual Delivery Date** | **Delay in Days** | **Variance %** | **Total Defects Reported** | **No. of Major Defects** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# Defect Metrics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Bugs Reported (Internal Testing Team)** | **Number of Critical / Major Bugs** | **Internal Defect Density (Number of Defects / Size in FP or KLOC)** | **Defects Reported by Customer** | **Delivered Defect Density (Number of Defects reported by Customer / Size in FP or KLOC)** | **Defect Leakage %** |
|  |  |  |  |  |  |

# Productivity

|  |  |
| --- | --- |
| Total Size in FP |  |
| Total Effort in Man Days |  |
| Total Productivity in FP/Man Days |  |

# Best Practices

*<List down the best practices followed in the project, new tools and processes piloted etc., if any>*

# Lessons Learned

*<Which activities and processes worked well? Which could have been improved, and how? Etc.>*

# Risk Management

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Occurred** | **Risk Severity** *(L:Low, M:Medium, H:High)* | **Mitigation action or Contingency actions taken** | **Effectiveness of action taken** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Maintenance

*<Identify the maintenance plan, AMC if exists, maintenance team members identified etc.>*

# Conclusion

# Appendices