**Project Closure Document**

**Project Name: Web Application for Account Management**

**Company Name : Google**

**Street Address : San Francisco**

**Country: USA**

Project Owner: Aradhna Rajendran

Project Sponsor: James Swift

**Date: 2021-06-18**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Closure Checklist** | | | |
| **#** | **Item** | **Yes/ No** | **Comments (if any)** |
| 2. Closure Checklist | | | |
| # | Item | Yes/ No | Comments (if any) |
| 1 | Completed any outstanding tasks | Yes | All outstanding tasks |
| 2 | Completed any pending deliverables | Yes | NA |
| 3 | Identified and documented all outstanding issues | N/A | Since there is not any outstanding issues and all resolved |
| 4 | Assigned unresolved issues to relevant resources | Yes | NA |
| 5 | Obtained Project Sign-Off | Yes | SLA has signed off the project |
| 6 | Paid all invoices | Yes | NA |
| 7 | Held lessons learned meeting with the team | Yes | Had retrospectives and documented to improve process on next release |
| 8 | Communicated project’s closure with the stakeholders | Yes |  |
| 9 | Gathered all project metrics | Yes | Also reviewed and approved from sLA |
| 10 | Archived information in project repository | Yes | Yes and backed up |
| 11 | Stored all hard copies in designated areas | No | All Softcopies are backed up |
| 12 | Released project team |  | Release -1 is deployed and successful |
| 13 | Closed the project formally | Yes | NA |
| 14 | Celebrated Success | Yes | Had team gathering last week to celebrate release success |

|  |
| --- |
| **2. Lessons Learned** |
| 1. Did the delivered project meet the specified requirements and goals of the project? Was the customer satisfied with the end product(s)? If not, why not?   *Yes, All the requirements have been well analyzed, designed and split into multiple tasks and carried over in a 2 weeks sprint (4 sprints in total) and made intensive testing before the release.*  *The customer was quite satisfied and appreciated the efforts made!!! Kudos to the team.* |
| 1. Were cost budgets met? If not, why not?   *Yes the project was delivered on time, so we met the budget* |
| 1. Was the schedule/timeline met? If not, why not?   *There was a slight delay in the timeline ( 3 days additional) , due to an important resource left the organization , yet managed to release with +- 10% buffer timeline which the organization has already estimated* |
| 1. Were risks identified and mitigated? If not, why not?   *There was one risk, which was identified at the design phase (additional AWS server requirement), reported the risk to SLA and they agreed to it, so it was a WIN-WIN situation and we mitigated it properly at the early stage of the project* |
| 1. What bottlenecks or hurdles were experienced that impacted the project?   *Resource planning and management was one of the challenges faced, which would have impacted the release but fortunately we had the buffer days and the team utilized it.* |
| 1. What could be done differently on the project?   *Resource management would have been streamlined at the early phase of the project- collet the vacation plans and manage the release activities accordingly.* |