# PROJECT CLOSURE REPORT

Project Name: AI-Based Document Analysis & Reporting System
Document Type: Project Closure Report
Prepared By: Sugnik Tarafder
Role: Project Coordinator / Associate Project Manager

## 1. Project Overview

The AI-Based Document Analysis & Reporting System was executed as an independent project to demonstrate end-to-end project management and delivery capabilities. The project focused on automating document analysis using AI and generating executive-ready reports.

## 2. Project Objectives Review

All defined project objectives were successfully achieved, including automated document analysis, risk identification, sentiment classification, and report generation.

## 3. Deliverables Summary

- AI-powered document analysis system
- Daily Business Intelligence Report
- Weekly Executive Summary Report
- Analytics dashboard and visualizations
- Complete project documentation

## 4. Project Performance

The project was completed within the planned timeline and scope. All major milestones were met, and system functionality aligned with requirements.

## 5. Risk Management Summary

Identified risks were effectively managed through fallback mechanisms, scope control, and proactive planning. No critical risks impacted delivery.

## 6. Testing & Acceptance

Comprehensive testing and UAT were conducted to validate system behavior and business usability. The system was accepted for its intended purpose.

## 7. Lessons Learned

- Early requirement clarity reduces rework
- Fallback mechanisms improve system reliability
- Phase-wise planning supports solo project execution
- Documentation enhances project clarity and communication

## 8. Project Closure Confirmation

This document confirms the formal closure of the project. All deliverables have been completed, reviewed, and accepted.

## 9. Sign-Off

Project Owner: Sugnik Tarafder
Signature: Sugnik Tarafder
Date: 18th January, 2026