CLIENT ACCEPTANCE FORM

Project AI

Created by Project AI Team

Version 4.0 - Issued

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| PROJECT AI | |
| This document has been issued by: Project AI | Date Issued:08/04/2024 |

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| Client Acceptance and Sign-off: The Project Outcome has been measured against the original mandate given and its acceptance criteria. I am satisfied with the final project outcome, and I look forward to the recommendations.  This project can now be closed.  Sponsor Name: Mohammed | |
| ADDITIONAL COMMENTS ABOUT THE CLIENT’S ACCEPTANCE TO PROJECT BRIEF: | |
| The Project Mandate stated the following:  The aim of this project is to modernize Tritek's LMS profile for the candidates, to make it more current with the latest features in the market and relevant for our users. This will be in line with making the interface and interaction of users to be seamless.  The Project Aim: To modernize Tritek's LMS profile for the candidates, to make it more current with the latest features in the market and relevant for our users.  **Methodology:** WAGILE  **Project timeline:** 10/04/2024  **Budget:** £43,500  **Plan Deviations:** None | |
| **BENEFITS ACHIEVED**: | |
| The outcome of the project was: an enhanced candidate profile management feature of the current Tritek LMS. A significant upgrade in the look and feel, and navigation around the profile page and relevant areas of the LMS platform. | |
| IMPACT ANALYSIS | |
| All the benefits highlighted in the Benefits Review Plan (and other documents) will be realized and measured post-project presumably by the Project Sponsor and Tritek Administrative team. | |
| KEY BENEFITS TO BE TRACKED POST-PROJECT: | |
| The Candidates profile will be easily accessible, more secure and feature seamless navigation, thereby enhancing user experience and candidate retention. | |
| KEY RECORDED SHORTFALLS OF THE FINAL OUTCOME AND KEY LESSONS LEARNT: | |
| PROJECT SHORTFALLS: A considerable number of features we not implemented because the current Tritek LMS website runs on WordPress. This meant there were limitations to some profile upgrade features although they had been created in the High-Level Requirements  KEY LESSONS LEARNT:  Knowledge and Skill Gap – At the early stage of the project, the team experience skill gap and very low confidence levels in complex platforms such as Basecamp, LMS etc. Some team members found it difficult to navigate basecamp/LMS and this cause some delays in the project deliverables. Team members were encouraged to listen to the induction on LMS and attend knowledge sharing sessions. The initial understanding of the skills required to work through basic Business Analysis software such as Visio, Balsamiq created a challenge at the beginning which the team was able to overcome by upskilling through group and self-directive learning.  Collaboration: Team Collaboration has been very vital and efficient within the team. It is a sign of an effective team which harnesses the best out of two or more individuals together to maximise goals. Team collaboration has helped to keep everyone safe from extra workload on the project as the tasks were distributed evenly, giving room for team members to showcase their skills, and understanding.  Developer Engagement: There were delays in communication with the developers due to their multiple commitments on other projects. The team continued to ensure adequate follow-up with the developer and proactively engaged with one another to achieve completion of tasks ahead to avoid further delays.  End to End Software Development Lifecycle (SDLC): The team members now have a good understanding of a SDLC through the commitment to the project life cycle and methodology.  Team member attendance – Approaching the end of the project, there was a low turnout in meeting attendance, team spirit and morale was low. However, the few members that persevered to deliver the project did so with exceptional resilience and commitment. The team strengthened it moral by constantly engaging with one another to get task done accurately and timely. | |
| Sponsor/Client:  Project Manager:  Lead Business Analyst: | Signature:  Name:  Date:  Signatures:  Names: Olawale Ajasa  Date: 08/04/2024  Signatures:  Names: Toluwase Ashaolu  Date: 08/04/2024 |