**Formal Project Closure Report with KPI Performance Summary**

**Date**: 26 July 2025  
**Company**: Atelco Net  
**Project**: Odoo ERP Implementation (CRM, Finance, Inventory, Billing)

**Executive Summary**

The Odoo ERP implementation at Atelco Net has been successfully completed within the planned timeline and budget. All modules were tested, deployed, and transitioned to operations. This closure report summarizes project KPIs, outcomes, and stakeholder sign-off.

**Key Performance Indicators (KPIs)**

| **KPI** | **Target** | **Achieved** | **Status** |
| --- | --- | --- | --- |
| Project Completion Time | 6 Months | 5.5 Months | ✅ Met |
| Budget Adherence | ±5% | +2.7% | ✅ Met |
| System Uptime (UAT & Go-Live) | ≥ 99.5% | 99.9% | ✅ Met |
| Training Completion Rate | ≥ 95% | 98% | ✅ Met |
| Post-Go-Live Issue Resolution within SLA | ≥ 90% | 94% | ✅ Met |
| Automation Rate (Manual → Odoo) | 80% | 85% | ✅ Met |
| User Adoption (Login Rate within 2 weeks) | ≥ 90% | 96% | ✅ Met |

**Project Milestones Summary**

* Requirements Finalization: ✔️ Completed on 12 Feb 2025
* UAT Sign-Off: ✔️ 30 May 2025
* Go-Live: ✔️ 8 July 2025
* Handover to Operations: ✔️ 20 July 2025
* Closure Approval: ✔️ 26 July 2025

**📋 Stakeholder Sign-Off**

All department leads and the Project Steering Committee have formally accepted deliverables. Sign-off documents attached in Annex 2.