Prepared for:  
ITS221 Project Management   
Helena College

Prepared by:  
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# Helena Community Solar Installation Project

## Project Closure

Project Summary

The Helena Community Solar Installation Project has been successfully completed. The project objectives of designing, installing, and commissioning a solar array to support the energy needs of the Helena community were met on time and within budget. The project has delivered a fully functional solar installation, which is now operational and providing clean energy to the community.

Community engagement efforts were well-received, with residents participating in launch events and educational sessions. The project also fulfilled environmental sustainability goals, contributing to the reduction of the community's carbon footprint.

Project Objectives Review

| **Objective** | **Status** | **Comments** |
| --- | --- | --- |
| Install solar array system | Completed | Fully installed and operational. |
| Engage community stakeholders | Completed | Positive feedback received; launch event successful. |
| Stay within budget | Completed | Project completed under budget with effective cost control. |
| Complete on schedule | Completed | Project finalized on September 30, 2025. |

Scope Verification

All project deliverables have been completed as per the approved scope:

* Site preparation and panel installation
* System testing and commissioning
* Community engagement and education
* Final inspections and regulatory approvals

There were no major scope changes or deviations from the original plan.

Financial Summary

| **Category** | **Budgeted** | **Actual** | **Variance** |
| --- | --- | --- | --- |
| Equipment & Materials | $300,000 | $290,000 | -$10,000 |
| Labor | $150,000 | $155,000 | +$5,000 |
| Permits & Fees | $20,000 | $18,500 | -$1,500 |
| Contingency | $30,000 | $27,000 | -$3,000 |
| **Total** | **$500,000** | **$490,500** | **-$9,500** |

The project concluded with $9,500 under budget.

Lessons Learned

* **Effective Supplier Management:** Early supplier engagement ensured timely delivery of materials.
* **Community Engagement:** Hosting educational sessions increased public support and understanding.
* **Weather Monitoring:** Summer scheduling avoided seasonal delays.
* **Team Coordination:** Weekly check-ins maintained clear communication and accountability.

Outstanding Items

No outstanding deliverables or action items remain. Final documentation and operational manuals have been handed over to the Helena community maintenance team.

Project Acceptance

The project deliverables have been reviewed and approved by all key stakeholders. The Helena community has formally accepted the solar installation system.

Signatures:

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Katherine Langley | Katherine Langley |  | 10/01/2025 |
| Project Manager | Marcus Whitaker |  | 10/01/2025 |
| Community Liaison | Lydia Prescott |  | 10/01/2025 |

Project Closure Approval

With all objectives met and stakeholder approval obtained, the Helena Community Solar Installation Project is hereby declared closed.