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Project Closure

Ending Projects Properly and Capturing Learning

✓ Closure Overview



Learning



Closure Document

Comprehensive Project Closure Document

1. Project Information

Project Title:

Transition into Network Administration, Cybersecurity, or Network Operations

Project Manager:

Everett M. Clayton-Skinne

Project Description:

Similar to my Capstone course, in which I gained knowledge throughout my educational career, this project prepares me for transitioning into a position in Cybersecurity, Network Operations, or Network Administration. Combining and showcasing different projects and experiences, along with certifications, will prepare me for the next steps after graduation.

Project Closure Type:

☒ Normal Closure - Project completed successfully

Closing Summary:

I would rate this project as a bit successful. I received an interview through an employer, and managed to complete my projects needed to showcase within a timely manner.

2. Deliverables Summary

List all major deliverables and track their completion status.

Deliverable Name	Original Definition of Done	Actual Progress	Status
Deliverable 1: Resume + Portfolio	When the portfolio is dor	Portfolio and Re	<div><div></div></div> ▼
Deliverable #2: Apply for positions	Applications are submitte	I did apply for p	<div><div></div></div> ▼
Deliverable #3: Skill/Job Assessmer	Constructive feedback is i	Resume is upda	<div><div></div></div> ▼
Deliverable #4: Networking Opport	Constructive feedback is i	Didn't network a	<div><div></div></div> ▼
Deliverable 5	Original criteria	What was delive	- ▼
Deliverable 6	Original criteria	What was delive	- ▼

3. Change Log

Summary of all scope changes made during the project.

Change No	Change Date	Change	Reason for Change
1	09/29/25	Project Goal	Change of project goal, as it s
2	10/08/25	Project Goal	2nd iteration of saying to shif
3	10/13/25	Deliverable feedback	Deliverables were not well-ro
4	10/20/25	Project Goal	3rd iteration of shifting away
5	10/27/25	Deliverable change, Status Report	Deliverables were still not as v

4. Performance Analysis

4.1 Budget Performance

Yes, stayed within budget constraints.

4.2 Schedule Performance

The time estimates were accurate, although I did encounter a bit of a time crunch nonetheless. However, my performance was satisfactory, and I completed the necessary tasks for my projects. Between 2 part-time positions, life events, and my last semester, everything was combined into one, which made things a bit difficult.

5. Stakeholder Management

The feedback that was most valuable was from my group and my professor. Once engaged with them regarding feedback, I had a clearer path to follow to get my project charter approved. Stakeholder feedback was invaluable in completing this project.



6. Risk and Issue Summary

Major risks that occurred, how they were handled, and any outstanding risks for operations.

Time management was a major issue. Between major assignments and other projects in other courses, I did fall behind a little bit. However, I still stood strong and completed all the assignments that needed to be done.

7. What Went Well?

Successes and Best Practices:

What went well was the completion of projects and my project portfolio, which I can now showcase. I was able to inform them about some of the projects I'm working on to add to my site, which may have increased my chances of being hired.

8. What Didn't Go Well?

Challenges and Problems:

Time management and some adjustments to my project charter, mostly. Everything else was fine, but in this case, it took a little longer to get approved. The approval process may have set me back a bit, as I was under a time crunch due to some life events that were happening around me. Some project charter refinements, as well, if not approved, were going to set me back even more, so I was trying to focus on my other classes as well.

9. What Would You Do Differently?

Improvements and Recommendations:

If I had a choice to start over, I would manage to maybe choose different deliverables or to choose a different project goal altogether. Finding deliverables that aligned with my project was somewhat challenging, considering that they were all generic in nature.

10. Lessons Learned Register

Document at least five lessons learned throughout your project lifecycle. Use the table format below to capture each lesson.

Date	SDLC Stage	What was the problem?	What was the consequence?	Lesson Learned Advice
mm/dd/yy	Initiation / Planning / Execution / Monitoring / Closing	Describe the problem or challenge encountered	What happened as a result?	What advice would you give to avoid or handle this in the future?
mm/dd/yy	SDLC Stage	Problem description	Consequence	Advice nugget
mm/dd/yy	SDLC Stage	Problem description	Consequence	Advice nugget
mm/dd/yy	SDLC Stage	Problem description	Consequence	Advice nugget

Date	SDLC Stage	What was the problem?	What was the consequence?	Lesson Learned Advice
mm/dd/yy	SDLC Stage	Problem description	Consequence	Advice nugget

11. Key Takeaways for Future Projects

Top 3-5 Actionable Insights:

Some key takeaways would be, again, to manage my time more effectively. To choose a different project that may not have had some of the same deliverables that weren't well thought out. To network, and to talk to others more.

12. Formal Sign-Off

Get feedback and sign-off from stakeholders confirming project completion and their satisfaction with the outcome.

Sign off:

Professor Espinoza - Project Sponsor

Samuel Avila - Stakeholder

Jasmine Carlvao - Stakeholder

Elaine Li - Stakeholder

David Dominguez - Stakeholder

13. Recognition

Acknowledgment of team members' contributions and key stakeholder support.

Thank you to Team 1 for providing main stakeholder support and feedback, as well as guidance and tips for this project.

14. What's Next

Future plans, next steps, and how you'll apply what you learned.

Next steps:

Apply for more positions in my industry.

Update the Website to showcase more projects completed.

Complete more projects to increase chances of hireability.

Certifications in progress.