|  |  |
| --- | --- |
| Project Closure Report | |
| Purpose: This report should be completed at the end of a project. | |
| Project Name | Running Champions |
| Project Team | Akwasi Himah, Alan Pintor, Elder Guerra and Robert Slezak |
| Company Name |  |
| Company Contact |  |
| Project Actual Start Date | 2019-09-DD |
| Project Actual End Date | 2020-04-07 |
| Reason for Project Closure | End of academic term |
| Client Acceptance Date |  |
| Project Description | A competitive running application where people can join a team and compete to get a prize. |

|  |
| --- |
|  |

| Closure Activity Confirmation | | |
| --- | --- | --- |
| **Item** | **Confirmation** | **Comments** |
| **Project Considered a Success** | Yes  No  N/A | <<If a “Yes” response is provided, identify if there are plans to celebrate the project success and explain the plan to celebrate. >> |

| Release of Hardware / Software | | |
| --- | --- | --- |
| Item | Description | Release Date |
| Core functionalities | Tracking runs, join a team and competitions | 2020-04-07 |
| Small features | Distance conversion, some sorting methods | To be determined |
|  |  | << YYYY-MM-DD >> |

| Project Archival List | | | | |
| --- | --- | --- | --- | --- |
| Project Deliverables Report | | |  | |
| # | File / Email Description | Document Location | | Storing Media (Hardcopy/Softcopy) |
|  |  |  | |  |
|  |  |  | |  |

| Re-usable Component / Tools Developed | | |
| --- | --- | --- |
| # | Re-usable Component / Tools Name Description | File Name |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Project Value/Benefits | | |
| --- | --- | --- |
| Provide a summary of the value/benefits of this project and indicate whether they have already been realized or will be realized in the future. | | |
| # | Value/Benefit | Realized / Future |
| 1 | Improve people`s health by exercising | 10 |
| 2 | Ability to have more social interactions among friends | 7 |
| 3 |  |  |

| Lessons Learned | |
| --- | --- |
| Include any technical, managerial lessons learned, preventative measures for issues faced, and aspects of the project that had a positive impact on the success of the project. | |
| # | Description / Explanation of Lesson Learned |
| 1 | Time management – We learned that procrastinating task could put ourselves and the project success at high risk. Due to some unfortunate team members getting sick, it became even harder to overcome it and made us work on pressure |
| 2 | Work as a team and not as individual – We realize that work as a team really make difference in terms of be there to help each other up. Be supportive, and understanding facts made our group to always be united and learn with each other. |
| 3 |  |

| Best Practices | |
| --- | --- |
| Identify any innovative methods, techniques, processes developed, as well as any other best practices used on the project. | |
| # | Description of Best Practice |
| 1 |  |
| 2 |  |
| 3 |  |

| Prepared By | | | |
| --- | --- | --- | --- |
| **Running Champions Team** | 2020-04-07 | | |
| (name) (signature) (date) | | |
| **Akwasi Himah** |  | | |
| **Alan Pintor** |  | | |
| **Elder Guerra** |  | | |
| **Robert Slezak** |  | | |
| Handover Approvals | | |
|  | | |
| **Stakeholder/Industry partner Name and Title** | | << YYYY-MM-DD >> |
| (signature) (date) |
| **Comments**: <<insert comments or additional information here if required>>. | | |

|  |  |
| --- | --- |
| Project Closure Approval | |
| **Stakeholder/Industry partner Name and Title** | << YYYY-MM-DD >> |
| (signature) (date) |
|  |  |

Document Reference: www.ocio.gov.nl.ca/OCIO/pmo/docs/**project\_closure\_report**\_template.docx