**LAB 12: PROJECT CLOSING**

(Submit your Lab assignment at ulearn with group of 2-4 students)

As a team member of the artificial intelligence (AI) project, you will be developing the various project deliverables. One of them is closing project. All lessons learnt are consolidated and the team will seek acceptance of the completed deliverables from stakeholders. Project closing brings the project to an orderly end by preparing final report.

Given two templates in Table 1 and Table 2, prepare the following report based on your AI Project.

1. Customer acceptance Project Completion Form
2. Lessons-Learned Report

**Table 1: Customer acceptance Project Completion Form Table 2: Lessons-Learned Report**

**CUSTOMER ACCEPTANCE/PROJECT COMPLETION FORM**

**20 DECEMBER 2020**

**Project Name:**

**Project Manager:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |

Thank you for your input.

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| **LESSONS-LEARNED REPORT**  **20 DECEMBER 2020** |
| **Project Name:**    **Project Sponsor:**  **Project Manager:**  **Project Dates:**  **Final Budget:** |
| * 1. **Did the project meet scope, time and cost goals?**   2. **What was the success criteria listed in the project scope statement?**   3. **Reflect on whether or not you met the project success criteria.**   4. **What were the main lessons your team learned from this project?** |