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| Email |  |
| From | Me |
| To | Brenda |
| Subject | Project closure |
|  | Dear Brenda,  **Start up**  The start date is 12.02.2018 / planned by / communicated to / targets agreed and identified / risks and contingencies identified  **Analysis**  Jenny did the analysis. No problems.  **Design**  Jenny did the design. No problems.  **Development**  Erik did the development. A high spec laptop is needed. No problems.  **Testing**  Erik and Robert did the testing. 2 tester laptops are needed. No problems.  **Handover**  There is a budget of £18,900 / Product quality will be improved, the business will see growth and the labour costs will be lowered saving up to £120,000 per year / The control system was successfully created without problems / The system performed well and will soon pay back its investment and make even more money due to cuts in human labour as the system is automated. Everything went well. In similar projects a fault was found after changeover and took 2 – 3 days to fix.  **Lessons Learned**  Budgets / A timescale of 9 weeks was just barely enough, it would be better to have some extra time as leeway so that the project is not rushed and to have mor time for testing and fixing bugs and issues / Contingencies for Jenny and Erik?  **Conclusion** |