Project Closure Report

|  |  |
| --- | --- |
| Date |  |
| Project Code |  |
| Project Manager |  |
| Configuration Administrator |  |
| Audit Date |  |
| Participants |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. No | Checkpoint | Location/Link | Remarks (PM/CA) | Remarks (Project Close Audit) |
|  | Technical data package- |  |  |  |
|  | Requirement Documents (Customer requirements, Functional specifications, Requirement Traceability Table) |  |  |  |
|  | Planning Data (Project Plan, Risk Plan, Estimates, Schedule) |  |  |  |
|  | Source Codes, Schematics, BOMs, Mechanical drawings, PCB layouts |  |  |  |
|  | Design Documents |  |  |  |
|  | Test Cases, Test Plans |  |  |  |
|  | Audit Reports |  |  |  |
|  | Metrics Reports |  |  |  |
|  | Defect List |  |  |  |
|  | Support Documents |  |  |  |
|  | Setup Files (Executable) |  |  |  |
|  | Backups taken |  |  |  |
|  | Lessons learnt and best practices updated and submitted to PEG? |  |  |  |
|  | Risk matrix sent to PEG? |  |  |  |
|  | Project Metrics sent to the PEG? |  |  |  |
|  | Process improvements proposed? |  |  |  |