Project Close-Out Report Template

Project Close-Out Report	
Report Date: 19/08/20xx	
KEY INFORMATION	
Project Name	**AHI App Development**
Division/Department	**Technology and Innovation Division**
Project Sponsor	**John Doe, VP of Technology**
Project Manager	**Cary Manning**

PROJECT GOALS
Document the original goals from the project charter.
1. Develop a user-friendly mobile application for health monitoring.
2. Integrate real-time data analytics for personalised health insights.
3. Ensure the app complies with healthcare industry regulations.
4. Launch the app within six months of project initiation.
5. Stay within the allocated budget of $250,000.

PROJECT GOAL SUCCESS ANALYSIS
Highlight the success or failure in meeting the project goals from the original plan and explain deviations. (Success, Partial Success, Not Accomplished)
1. **Success** - The mobile application was successfully developed and has received positive user feedback for its ease of use.
	2. **Partial Success** - Real-time data analytics were integrated, but some advanced features are scheduled for a future update due to technical challenges.
	3. **Success** - The app complies fully with all relevant healthcare regulations, with no compliance issues noted.
	4. **Not Accomplished** - The app launch was delayed by two months due to unforeseen integration issues with third-party data sources.
	5. **Partial Success** - The project was completed with a total cost of $255,000, exceeding the budget by 2%.

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SCOPE REVIEW

Call out any variances to the original scope plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?

- **Variance:** An additional feature for voice-activated commands was added during development.
- **Reason:** User feedback during the testing phase indicated a high demand for this feature.
- **Prevention:** In future projects, more comprehensive initial user research could prevent scope creep.

SCHEDULE REVIEW

Call out any variances to the original schedule plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?

- **Variance:** The project was delayed by two months.
- **Reason:** Integration issues with third-party data sources caused unexpected delays.
- **Prevention:** A more detailed analysis of third-party dependencies during the planning phase could help mitigate such delays in future projects.

COST REVIEW

Call out any variances to the original budget plan over or under and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?

- **Variance:** The final cost was $250,000, exceeding the budget by $5,000.
- **Reason:** Additional resources were required to resolve integration issues.
- **Prevention:** More accurate cost estimation and contingency planning could help stay within budget in future projects.

RISK ANALYSIS

Call out anticipated or unanticipated risks that impacted the project. Could these risks be prevented in future similar projects? If so, how? Refer to the Risk Register to review or link to register directly.

Unanticipated Risk: Third-party integration delays.

- **Impact:** Delayed project completion and increased costs.
- **Prevention:** In-depth risk assessment of third-party components and closer vendor collaboration could mitigate these risks in future projects.

OUTSTANDING ITEMS

List any outstanding project-related follow-up items, how they are being addressed, and who is responsible.

Issue	Planned Resolution	Assigned To
Advanced data analytics feature	Scheduled for inclusion in version 1.1 update	Development Team
Post-launch user feedback implementation	Continuous monitoring and updates	Support Team

LESSONS LEARNED

DID WELL

Note what aspects of the project went well or better than expected, and share your thoughts on how this positive outcome could be replicated in future projects.

ITEM	NOTES
User interface design	With positive feedback from users, the streamlined design process was effective.
Compliance with regulations	Early involvement of compliance experts ensured smooth certification.

DO BETTER

Note what aspects of the project went poorly or worse than expected and share your thoughts on how this less-than-desirable outcome could be avoided in future projects.

ITEM	NOTES
Third-party integration	Unforeseen issues caused significant delays, impacting the launch date.
Budget management	Additional expenses for resolving issues were not anticipated.

RECOMMENDATIONS

Note any recommendations for future project managers managing similar projects.

- Conduct more thorough initial risk assessments, especially concerning third-party dependencies.
- Ensure more robust budget contingencies for potential unforeseen issues.
- Engage user feedback earlier in the design process to prevent scope changes later.

PROJECT ARCHIVES
Note where those wanting to reference documents related to this project in the future will be able to find them.
Project documents, including the project charter, design documents, test reports, and final project closeout report, are archived in the company's project management software under "AHI App Development."

PROJECT CLOSEOUT
- Lessons Learned Conducted: Date 19/08/20xx   - Closeout Review Complete: Date 19/08/20xx