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| Project Closure Report | |
| Purpose: This report should be completed at the end of a project. | |
| Project Name | TopFit Fitness Application |
| Project Team | T27 |
| Company Name | N/A |
| Company Contact | Nadezhda Mokhireva – nadezhda.mokhireva@georgebrown.ca |
| Project Actual Start Date | 2019-09-23 |
| Project Actual End Date | 2019-03-30 |
| Reason for Project Closure | End of academic term, completion of the project |
| Client Acceptance Date | N/A |
| Project Description | *TopFit Fitness* is a free-of-charge application for Android mobile devices. It serves the purpose of providing its users with simple exercise routines that can be followed at home. The main functionality also extends to GPS tracking, thus allowing the users to record their daily activity and motivate them to lead a healthy lifestyle. Apart from that, the application offers an option to schedule the workouts and add them to the calendar, as well as receive notifications about upcoming sessions. |

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| Closure Activity Confirmation | | |
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| **Item** | **Confirmation** | **Comments** |
| **Project Considered a Success** | Yes  No  N/A | Due to COVID-19 outbreak and all the social gatherings being suspended, the team will mark the end of the project by spending more time with their family members who supported them in the busy time of development. The team looks forward to meeting in person after the precaution measures won’t be necessary. |

| Release of Hardware / Software | | |
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| Item | Description | Release Date |
| Admin Module | A webpage written in PHP (Laravel framework). It establishes connection to the database of TopFit application users and allows for CRUD operations on the records. | 2019-03-30 |
| TopFit Mobile Application | This is the main deliverable for the project. TopFit is a mobile application that can be installed on devices with Android OS. The users are required to authenticate to gain access to the full functionality; no costs are associated with registration and utilization of the application. | 2019-03-30 |
| Mobile Device with Android OS | Required hardware for installing and running TopFit application. The latest release is fully compatible with Android OS versions 7.0 (Nougat) and higher | N/A |
| Desktop Computer / Laptop | Only required for administration purposes. While these can also be performed from any mobile device with Internet connection, for convenience purposes it is recommended to use a more powerful computer. This will allow administrators to manipulate application data and user database (manually add, update and delete users). | N/A |

| Project Archival List | | | |
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| Project Deliverables Report | |  | |
| # | File / Email Description | Document Location | Storing Media |
| 1 | T27\_Project\_Plan\_Team\_Charter.docx | https://github.com/NadiaMok/capstone/blob/master/Sprint2/T27\_Project\_Plan\_Team\_Charter.docx | Softcopy (GitHub repository) |
| 2 | T27\_Project\_Plan v2.0.docx | https://github.com/NadiaMok/capstone/blob/master/Sprint5/T27\_Project\_Plan%20v2.0.docx | Softcopy (GitHub repository) |

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

| Project Value/Benefits | | |
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| 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 | **Experience**: the team gained experience of developing and deploying a complete product. They had a chance to assess their knowledge against the industry standards and make a learning plan for themselves. | Realized |
| 2 | **Useful product**: the product – TopFit application – can be used for personal needs. Once it is deployed and publicly assessible, it can serve the purpose of providing fitness content and being someone’s guide to a more active lifestyle. The GPS tracking feature is currently in demand; thus, the project can target a wide user audience. | Realized |
| 3 | **Income**: in the nearest future, the developers can make profit out of the application. There are several options and the decision has not been made yet. First, TopFit can be sold to a fitness facility, thus becoming their property. In this case, significant changes to the content must be made to satisfy the new requirements. Second, the developers might be able to allow advertisements within the app to keep it free for downloading. The option of charging for downloads is not considered, as one of the key points of the project vision is to make it freely available. | Future |

| Lessons Learned | |
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| 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 | **Back up the source code**: use version control tool / shared cloud storage to store the latest working version of the application. If a problem occurs when a new feature is in development, it will be easier to roll back the changes. In the case with TopFit, having a Git repository significantly simplified debugging when the application crashed. |
| 2 | **Listen to every team member’s opinion:** even if the area of discussion is not the primary focus of a particular team member, make sure to consider their opinion. Having a fresh perspective can have a great impact on the project and often lead to finding a solution. Apart from that, this will help maintain good relationship among the team members, which is essential to conducting any project. |
| 3 | **Be ready to help and take on extra work:** due to some unexpected circumstances, a team member might not be able to complete their part on time. It is important to timely communicate the concerns and request help, as well as be ready to provide help. With TopFit, the development time co-insided with the outbreak of COVID-19 and one of the team members suspected to be tested positive. Due to poor health, this team member requested help. It caused a delay in the project delivery, but not as large as it could have, should the other developer not take on the additional work. |
| 4 | **Communicate:** communication is essential for delivering the high-quality product. It relates to both communication within the team and with those who will be evaluating the project. In the case with TopFit, the team frequently updated each other on the progress, and it helped spot the problems early. Also, the person in change communicated all the concerns to the instructor as soon as the problem became known. |
| 5 | **Choose team members wisely:** while it is often recommended to leave the personal feeling aside and focus on the skillset, the TopFit team believes it is important to interpersonally get along with other developer involved in the project. Not only it will help avoid conflicts, but also make the process of development less stressful in general. In other words, the team members might be more willing to help each other, which will have a positive impact on the speed and quality of development. |
| 6 | **Apply the cumulative knowledge:** from the technical point of view, developing TopFit was the team’s first opportunity to work on a complete project from start to end. This is very helpful for understanding the future workplace processes and assessing the level of competency. |

| Best Practices | |
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| Identify any innovative methods, techniques, processes developed, as well as any other best practices used on the project. | |
| # | Description of Best Practice |
| 1 | Use VCS – version control system – to access the most up to date code once it’s modified by the team members. It makes development more agile and significantly simplifies the collaboration on the source code. |
| 2 | Divide the responsibilities according to the skillset and personal preferences. This way, team members will deliver their assigned parts faster and with higher quality, because they won’t need as much time for researching and learning new skills. |
| 3 | Collaborate / meet often to keep every team member up to date with the development process. Also, frequent communication allows to identify and fix problems earlier and possibly easier. |
| 4 | Revisit requirements periodically to ensure the development is being done in the right direction. Otherwise, the team might waste time working on an out-of-scope feature and, as a result, not meet the deadline. |

| Prepared By | | | |
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| **Project Team** | Nadezhda Mokhireva | | 2019-03-30 |
|  | Parisa Khataei | | 2019-03-30 |
|  | Mahdi Esmaeelpour | | 2019-03-30 |
|  | Vladyslav Bordiug | | 2019-03-30 |
| Handover Approvals | | | |
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| **Stakeholder/Industry partner Name and Title** | | N/A | |
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| **Comments**: | | | |

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| Project Closure Approval | |
| **Stakeholder/Industry partner Name and Title** | N/A |
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Document Reference: www.ocio.gov.nl.ca/OCIO/pmo/docs/**project\_closure\_report**\_template.docx