**Project Closure**

**Document Control**

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Document Approvals

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# Report Guide

***What is a Project Closure Report?***

*A Project Closure Report is a document which formalizes the closure of the project. It provides confirmation that the criteria for customer acceptance have been met and requests sign-off from the Project Sponsor to close the project.*

*A Project Closure Report includes:*

* *A formal list of completion criteria*
* *Confirmation that each completion criterion has been met*
* *A list of outstanding business activities, risks and issues*
* *A set of closure actions (to hand over project deliverables / documentation, terminate suppliers, release resources and undertake closure communication)*
* *A request for project closure approval.* ©

***When to use a Project Closure Report***

*A Project Closure Report is undertaken at the start of the Project Closure phase (i.e. after the end of the Project Execution phase). The document is usually prepared by the Project Manager and presented to the Project Sponsor for sign-off. Following sign-off, a suite of closure activities is undertaken to formally close the project. After these activities have been completed, a Post Implementation Review is undertaken to measure the success of the project and identify lessons learnt for future projects.* ©

***How to use this Report***

*This document provides a guide on the topics usually included in a Project Closure Report. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.*

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# Project Completion

This section identifies the criteria required to complete the project and any outstanding items which still need to be undertaken even though the project may be ready for completion.

## Completion Criteria

List the criteria which must be met to confirm that the project is completed. For each criteria listed, assess whether or not it has been achieved to the satisfaction of the customer.

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **Achieved** |
| Objectives | * The project ‘vision’ has been achieved (as defined in the Terms of Reference) * All project objectives have been achieved (as defined in the Terms of Reference) | *Y - Yes* |
| Benefits | * The full benefits have been realized (as defined in the Business Case) | *Y - Yes* |
| Deliverables | * All deliverables have been completed (as defined in the Terms of Reference) * All deliverables have been accepted by the customer (as per the Acceptance Plan) | *Y - Yes* |
| Backup | * All the code has been backed up to the cloud repository | *Y - Yes* |
| Maintenance | * Create an operational team | *N - No* |

## Outstanding Items

List any outstanding items which still need to be undertaken even though the project has satisfied the above completion criteria. For each item, list the actions required to be undertaken and the Owner responsible for undertaking the action.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | | **Action©** | **Owner** |
| Activities | | There is a need to create an operational team for the website to be maintained | *Sathish Chandra Pichika* |
| Risks | | The website needs to be maintained periodically else there are chances of crashing the website | *Sathish Chandra Pichika* |
| Issues | | The time frame defined for the development of the project was not sufficient to create an operational team | *Sathish Chandra Pichika* |
| Resolution | Extend the project contract for 20 days to setup the operational team. | | *Sathish Chandra Pichika* |

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# Project Closure

This section outlines the next steps required to perform the closure of the project. This includes the handover of deliverables and documentation to the customer, the termination of supplier contracts, the release of project resource back to the business (or the marketplace) and the communication to all stakeholders that the project is now formally closed.

## Deliverables

Identify a hand-over plan for the release of all project deliverables to the customer. An example follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Current** | | **New©** | | **Hand-over Plan** | | |
| Type | Owner | Location | Owner | Location | Activities | Date | Owner |
| **User-friendly features** | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | A fully developed which has the necessary features such as currency support, language and shopping cart are developed by your ecommerce developers, along with the integration of payment gateway and shipping facility that allow your customers to receive orders with safety and tight security. | *30th April* | *Sathish Chandra Pichika* |
| **Easy inventory management** | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | A website in such a way that you can easily manage all orders, stocks, inventory and even customer data and efficiently as well. This will help you in business growth, expansion and profits. | *30th April* | *Sathish Chandra Pichika* |
| **Improved listing** | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | Products or services are listed in an enhanced manner and every single category will have multiple sub categories making your job easy to make your wish list in the cart. | *30th April* | *Sathish Chandra Pichika* |
| **Beneficial to businesses** | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | Develop a ecommerce website strategy which would attract revenue and customers and benefit the company. | *30th April* | *Sathish Chandra Pichika* |

## Documentation

Identify a hand-over plan for the release of all project documentation to the customer. An example follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Documentation** | **Current** | | **New©** | | **Hand-over Plan** | | |
| Type | Owner | Location | Owner | Location | Activities | Date | Owner |
| Project Initiation:   * Business Case * Feasibility Study * Terms of Reference | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | *Complete Knowledge transfer of Business module, business case, Feasibility study and the terms of reference* | *30th April* | *Sathish Chandra Pichika* |
| Project Planning   * Project Plan * Resource Plan * Financial Plan * Quality Plan * Acceptance Plan | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | *Complete document review and explanation of the project plan, resource plan, financial plan, quality plan and acceptance plan* | *30th April* | *Sathish Chandra Pichika* |
| Project Execution   * Change Process * Change Form * Change Register * Risk Process * Risk Form * Risk Register | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | *A complete road map of what needs to be taken care before hand and the complete process of change management, and risk management* | *30th April* | *Sathish Chandra Pichika* |
| Project Testing   * Test Plan * Test cases * Test plan execution | *Sathish Chandra Pichika* | *Windsor, Ontario Canada* | *4 Seasons Textiles* | *Windsor, Ontario Canada* | Test planning document which specifies the test plan, test cases and the test plan execution plan. | *30th April* | *Sathish Chandra Pichika* |

# Approval

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

By signing this document, I grant approval to formally close this project and complete the hand-over activities as described above.

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