

Project Close-Out Report Template

Project Close-Out Report	
Report Date: Nov 15, 2024	
KEY INFORMATION	
Project Name	AHI App Development
Division/Department	IT
Project Sponsor	Mary Smithers
Project Manager	Cary Manning

PROJECT GOALS
Document the original goals from the project charter.
1. Developing AHI Application.
2. Need to complete the project within the budget allocated.
3. Customer Satisfaction.
4. Need to complete the project with the resources(Human) allocated.
5. Complete the AHI app development within the deadline

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)
Success: 1. Feedback from the customer focus group is positive.
Partial Success: 1. AHI App is developed within the time frame. But it doesn't included all the elements which is mentioned in the project plan. 2. IT team encountered recruiting issues. Since, the plan is dynamic IT team required two more people for the completion. But, only one skilled labor is hired and another labor is expected to onboard by 1Dec2024. 3. Additional costs of \$7000 were incurred due to equipment requirement emissions which is not planned previously.

Project Close-Out Report Template

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?

The goal of this AHI app is to gather information and data to better understand the target market and develop strategies in real time. But it never meant to track the international market trends. After the project is started, one of the executives came up with two data sources and explained about the impact that is going to create in the business. We cannot completely prevent these add-ons in future because ideas will get any time. However, we just need to make sure that new add-ons are within the scope of the project.

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?

Sprints we calculated to complete the project is 2. But due to adding of two data feeds, equipment interfaces, we have added one more sprint. In this sprint, the app is developed in 90-day time period. Off course we can prevent these, by having a proper plan before the project start date. Do proper research and make a list of necessary items which should be included in the project.

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?

In the test app phase, we came through an issue and to resolve that issue we are supposed to purchase a product which costs to \$2000. Add on to this, we also added a sprint(third) to develop the app precisely. So, additional \$7000 were incurred. We can prevent this by giving a proper budget allocation to each task. Make sure that the equipment we are purchasing contains all the necessary measurements.

Project Close-Out Report Template

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.

Risks	Impact	Prevent	How to prevent
Design failure of new app	Delay for app creation time	Yes	Have atleast 1 resource(IT developer) as a back-up.
Initial beta test on the app	Delay on the improvements of the app	Yes	Have checks at every stage while creating the app
Trainings to the new employees on the app	Outcome of the new app didn't reach the expected level	Yes	Hire new people from outside not from internal teams.
Feedback missed	Delay in time and money because of the missed information which is used for improvements.	Yes	Don't provide access for delete the file to everyone in the team/company.
Vendor selection	Quality of the new app will be decreased	Yes	Try to get the vendor who is experienced
App updating after receiving feedback	Quality of the new app will be decreased	Yes	Try to motivate and explain them the importance of these updates and the project to the company.
New App version 2	Attract new customers/business heads etc.	Yes	Create checklist at each stage to verify the performance.
New equipment purchase	Additional cost	No	Plan on the materials we are having to complete the project.
Change requests	Delay in time and money because of addons in the project	No	Do in depth research about the implication of the data and the app.

Project Close-Out Report Template

OUTSTANDING ITEMS		
List any outstanding project-related follow-up items, how they are being addressed, and who is responsible.		
Issue	Planned Resolution	Assigned To
Adding third sprint	Our project should complete in two sprints.	Mary Smithers
New equipment's purchase	No additional cost should be added.	Cary

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
Initial Sprint Training	The development team mixed traditional predictive and adaptive methods during the Sprints. The team determined that applying a more structured Scrum process would be beneficial.
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
Project deadlines	We met the project completion on time. However, we succeeded partially.
Teamwork efficiency	Efficiency is based on some of the assumptions i.e. achievements made in the past. So, not make sure that previous project success doesn't guarantee the current project success.
RECOMMENDATIONS	
Note any recommendations for future project managers managing similar projects.	
Make sure enough research have done on the products before keeping the project goals.	

Project Close-Out Report Template

PROJECT ARCHIVES

Note where those wanting to reference documents related to this project in the future will be able to find them.

Please mail me if you required any documents related to this project. You can also check these documents in AHI folder in the data server.

PROJECT CLOSEOUT

- Lessons Learned Conducted: Nov 15, 2024
- Closeout Review Complete: Nov 15, 2024