Project Closure Report

Project Name: EcoEats – Local Sourcing Initiative

Department: Product & Technology

Focus Area: Sustainable Dining & Local Vendor Integration

Product/Process: EcoEats Mobile and Web Platform

Prepared By

Document Owner(s)	Project/Organization Role
Riya Thorve	Business Analyst
Prapti Patel	Product Owner
Kartik K.	Scrum Master

Project Closure Report Version Control

Version	Date	Author	Change Description
1.0	Oct 2025	Riya Thorve	Initial Draft – BA Sign-Off Report

Note: For standard sections of the Project Closure Report template that have been excluded from this document, the section headings have been moved to the 'Sections Omitted' list at the end.

1. Purpose

This report formally closes the EcoEats Local Sourcing Initiative project under the Agile Scrum framework. It confirms that all deliverables (PRD, FSD, and Wireframes) were completed and approved, and sign-off was obtained from stakeholders.

2. Project Summary

Item	Description
Objective	Enable restaurant-side local-sourcing visibility & eco-tagging in EcoEats app.
Methodology	Agile Scrum (5 Sprints – Oct to Nov 2025)
Core Deliverables	PRD ✓ FSD ✓ Wireframes ✓
Outcome	Successfully delivered tagging, filter, and checkout flows. System ready for go-live.

3. Deliverables Checklist

Deliverable	Owner	Status	Remarks
PRD	Riya Thorve	✓ Completed	Approved by PO
FSD	Riya Thorve	✓ Completed	Signed off
UML / Use Case Diagram	BA Team	✓ Completed	Included in FSD
Wireframes / Mockups	Design Team	✓ Completed	Approved
BA Sign-Off	Riya Thorve	✓ Completed	This Report

4. Lessons Learned

What Went Well	Improvement Areas

Agile reviews ensured early feedback	Automate UAT execution in future releases
Effective communication between teams	Improve JIRA story traceability
Stakeholders appreciated mockups	Plan extra buffer for integration testing

5. Next Steps / Post-Implementation Plan

- Monitor post-go-live orders & payment stability for 30 days.
- Gather user feedback from restaurant partners.
- Conduct Sprint Retrospective & Closure meeting.
- Archive project artifacts in Confluence under ECOEATS_2025.

6. Final Sign-Off

Name	Role	Signature	Date
Riya Thorve	Business Analyst		
Prapti Patel	Product Owner		
Kartik K	Scrum Master		
Sharath Seth	Business Representative		