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| Project Closure Report | |
| Purpose: This report should be completed at the end of a project. | |
| Project Name | Alita Virtual Assistant |
| Project Team | T38 |
| Company Name | Elite Group |
| Company Contact | the.alita1@gmail.com |
| Project Actual Start Date | 2021-09-08 |
| Project Actual End Date | 2022-04-03 |
| Reason for Project Closure | End of academic term |
| Client Acceptance Date | 2022-04-03 |
| Project Description | Alita is based on the python as it has a standard library in development, and a few for AI. It has an intuitive syntax, basic control flow, and data structures. Alita can help you to Complete some chores like sending emails, setting alarms and many more tasks can be performed over voice command and not only that you can ask some questions of which you don’t know answers like simple math problems and questions about history and assistant can give you information and resources to look upon. |

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| Closure Activity Confirmation | | |
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| **Item** | **Confirmation** | **Comments** |
| **Project Considered a Success** | Yes | We are very glad and excited to launch our application . |

| Release of Hardware / Software | | |
| --- | --- | --- |
| Item | Description | Release Date |
| Alita Virtual Assistant | Alita is a software base virtual assistant help us to make our day to day easy and smooth by providing some great helpful function | 2022-04-03 |

| Project Archival List | | | | |
| --- | --- | --- | --- | --- |
| Project Deliverables Report | | |  | |
| # | File Description | Document Location | | Storing Media (Hardcopy/Softcopy) |
| 1 | Sprint1 | GitHub | | Softcopy |
| 2 | Sprint2 | GitHub | | Softcopy |
| 3 | Sprint3&4 | GitHub | | Softcopy |
| 4 | Sprint5 | GitHub | | Softcopy |
| 5 | Sprint7 | GitHub | | Softcopy |
| 6 | Sprint8 | GitHub | | Softcopy |
| 7 | User Manual | GitHub | | Softcopy |

| Re-usable Component / Tools Developed | | |
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| # | Re-usable Component / Tools Name Description | File Name |
| 1 | Date Component | Main.py |
| 2 | Time Component | Main.py |
| 3 | Send Email Component | Main.py |

| Project Value/Benefits | | |
| --- | --- | --- |
| 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 | Alita can be the best Virtual Assistant for day-to-day use. | Future |
| 2 | Achieve more with less effort | Realized |
| 3 | AI is available 24 hours a day, seven days a week, with no downtime. | Realized |
| 4 | AI reduces the time it takes to complete a task. It allows for multitasking and lightens the demand on current resources. | Realized |

| Lessons Learned | |
| --- | --- |
| 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 | Communicate Clearly – Always have a clear communication with team because it helps a lot in doing tasks and keep up out of any conflict |
| 2 | Give Praise Often – we always praise the one who did it good in their job so everyone knows, and we can appreciate. |
| 3 | Gather Feedback – This have helped a lot in teams of what we can improve to make out team better and can do project in more efficient way. |
| 4 | Support Your Team – If team need any support for anything we all member were always there to make that happen. |

| Best Practices | |
| --- | --- |
| Identify any innovative methods, techniques, processes developed, as well as any other best practices used on the project. | |
| # | Description of Best Practice |
| 1 | Write as few lines code as possible. Use appropriate naming conventions. |
| 2 | The only things that should be hard-coded are constants. |
| 3 | Avoid Deep Nesting. Too many nesting levels make code harder to read and follow. |
| 4 | The project scope is explicitly stated in the project charter, which helps project team members and stakeholders avoid dispute. |
| 5 | software must be simple and effective and achieve the specific results the user is seeking. |

| Prepared By | | |
| --- | --- | --- |
| **Project Team** | 2022-04-03 | |
| Vraj Kalpeshkumar Soni | [VrajKalpeshkumar.Soni@georgebrown.ca](mailto:VrajKalpeshkumar.Soni@georgebrown.ca) -V.K.Soni 2022-04-03 | |
| Pruthvi Prakash Soni | [PruthviPrakash.Soni@georgebrown.ca](mailto:PruthviPrakash.Soni@georgebrown.ca) - P.P.Soni 2022-04-03 | |
| Namya Vipulkumar Patel | [NamyaVipulkumar.Patel@georgebrown.ca](mailto:NamyaVipulkumar.Patel@georgebrown.ca) -N.V.Patel 2022-04-03 | |
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| Saumyakumar Ajitkumar Mistry | [SaumyakumarAjitkumar.Mistry@georgebrown.ca](mailto:SaumyakumarAjitkumar.Mistry@georgebrown.ca) -S.A.Mistry 2022-04-03 | |
| Handover Approvals | | |
|  | | |
| **Stakeholder/Industry partner Name and Title:**  Anjana Shah | | 2022-04-03 |
| (signature) (date)  2022-04-03 |

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| Project Closure Approval | |
| **Stakeholder/Industry partner Name and Title** | 2022-04-03 |
| (signature) (date) |
| Anjana Shah | 2022-04-03 |

Document Reference: www.ocio.gov.nl.ca/OCIO/pmo/docs/**project\_closure\_report**\_template.docx

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**Submission Guidelines:**

Please submit as “W22\_T<team number>\_ProjectClosureReport”. For e.g. W22\_T45\_ProjectClosureReport

This is a group submission i.e. one per group.

**Due Dates:**

**Sunday, April 3, 2022 (11:59 p.m.)**