



SOEN 6841 : TOPIC ANALYSIS AND SYNTHESIS (TAS)

[Github Link](#)

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<https://www.overleaf.com/project/6554fae57174e1ce49f854b3>

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1 Abstract

Effectively wrapping up canceled projects is crucial in the field of project management in order to obtain valuable insights and preserve good working relationships. For these kinds of situations, a set of recommended practices is outlined in this study. First and foremost, careful record-keeping is stressed, encompassing the project's present state, deliverables, and the reasons for terminating it early. It is emphasized how important it is to have a thorough final project report that includes contributor acknowledgments and organizes the project data for safekeeping.

A post-project retrospective meeting, which serves as a strategic forum for identifying areas ripe for development and acknowledging successful processes, is the second part of our suggested strategy. This retrospective provides an excellent forum for thanking everyone for their contributions, evaluating them honestly, and, if appropriate, suggesting incentives. A project debrief gives priority to stakeholder participation by encouraging open dialogue about expectations that have been met and those that have not, as well as by promoting a cooperative learning environment. It is recommended to end on a good note by strengthening team spirit with a little team activity or celebration.

2 Introduction

2.1 Motivation

The often unpredictable nature of project closures is the driving force behind this investigation. Along with analyzing the difficulties associated with early project terminations, this study aims to draw relevant conclusions for better project management techniques..

2.2 Problem Statement

Project completion before schedule calls for a careful and strategic approach to minimize any unfavorable effects. The aim is to fill this gap by putting forth practical solutions made specifically for these kinds of situations.

2.3 Objectives

The purpose of this investigation is to clarify the significance of accurate documentation during project closures, the value of acknowledging individual contributions, and the establishment of positive relationships for future collaborations, with an emphasis on practical guidelines.

3 Methods & Methodology

4 Results

5 Conclusions and Future Works

6 References