**Project Closure Report –** Integrated NPI Build Optimization Framework for Hardware Development

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Purpose**

This **Project Closure Report** documents the completion of the project, assesses whether objectives were met, summarizes lessons learned, and provides final recommendations to close the project effectively.

**Project Overview**

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| --- | --- |
| **Project Objective** | **Successfully optimize NPI build processes, ensuring on-time delivery, improved supply chain management, and high-quality standards.** |
| **Start Date** | [MM/DD/YYYY] |
| **End Date** | [MM/DD/YYYY] |
| **Budget** | $250,000 |
| **Final Cost** | $240,000 |
| **Status** | Completed with minor delays in schedule and scope adjustments. |

**Project Deliverables**

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| --- | --- | --- |
| **Deliverable** | **Status** | **Comments** |
| Build Matrices for Components | ✅ Delivered | On-time, fully aligned with requirements. |
| Vendor Dashboard | ✅ Delivered | Improved visibility into lead times. |
| BOM Workflows | ✅ Delivered | Automated workflows improved data accuracy. |
| CTB Dashboard | ✅ Delivered | Achieved 100% schedule adherence. |
| Predictive Risk Framework | ✅ Delivered | Reduced high-priority risks by 40%. |

**Performance Against Objectives**

|  |  |  |  |
| --- | --- | --- | --- |
| **Metric** | **Planned Value** | **Actual Value** | **Comments** |
| **Budget Utilization** | $250,000 | $240,000 | Delivered under budget by $10,000. |
| **Schedule Adherence** | 100% on-time | 90% on-time | Minor delays due to procurement issues. |
| **Quality Compliance** | 100% | 98% | Minor documentation errors resolved. |
| **Risk Mitigation Implementation** | 90% | 85% | Effective but delayed implementation. |

**Lessons Learned**

|  |  |  |
| --- | --- | --- |
| **Category** | **Lesson Learned** | **Recommendation for Future Projects** |
| **Risk Management** | Early risk identification minimized delays. | Develop a comprehensive risk register during initiation. |
| **Resource Planning** | QA resource shortages impacted testing. | Plan resource allocation and hiring earlier. |
| **Communication** | Vendor coordination required more effort. | Use centralized communication tools for updates. |

**Key Successes**

* Delivered all major deliverables within budget.
* Improved component lead-time visibility by 20%.
* Automated workflows enhanced BOM accuracy by 25%.
* Stakeholder alignment reduced scope conflicts and delays.

**Issues Encountered**

|  |  |  |
| --- | --- | --- |
| **Issue** | **Resolution** | **Impact** |
| Vendor delivery delays | Engaged alternative suppliers and expedited shipping. | Minor schedule impact. |
| Scope creep for integration testing | Revised scope and added testing frameworks. | Extended project timeline by 1 week. |

**Stakeholder Feedback**

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| --- | --- | --- |
| **Stakeholder Group** | **Feedback** | **Improvement Suggestions** |
| **Project Sponsor** | Budget management was exemplary. | Ensure resource availability earlier. |
| **Team Leads** | Collaboration was smooth and effective. | Streamline documentation processes. |
| **Vendors** | Clearer requirements could have been provided. | Start vendor engagement earlier. |

**Final Financial Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Planned Budget ($)** | **Actual Cost ($)** | **Variance ($)** | **Comments** |
| Labor Costs | $150,000 | $140,000 | -$10,000 | Cost savings achieved. |
| Materials & Equipment | $50,000 | $45,000 | -$5,000 | Negotiated better pricing. |
| Software Licenses | $25,000 | $20,000 | -$5,000 | Under budget. |
| Contingency Reserve | $25,000 | $5,000 | -$20,000 | Minimal contingency use. |

**Recommendations**

1. **Strengthen Vendor Management:** Engage suppliers earlier and establish backup options.
2. **Improve Resource Allocation:** Begin hiring processes for critical roles earlier in the project lifecycle.
3. **Enhance Risk Planning:** Use detailed risk registers and periodic reviews to mitigate delays.

**Approvals**

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| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Manager | [Signature] | [MM/DD/YYYY] |
| Project Sponsor | [Signature] | [MM/DD/YYYY] |
| Executive Sponsor | [Signature] | [MM/DD/YYYY] |

**Conclusion**

The Integrated NPI Build Optimization Framework project successfully met its objectives and delivered key improvements in supply chain management and operational efficiency. Lessons learned and stakeholder feedback will guide future projects to achieve even greater success.