Bazaar Ceramics Project

Project Closure

Report



Institute of Technology Australia

*Author:* Alessandro Ferro

|  |  |
| --- | --- |
| **Version History** | |
| **Version #** | **Date** | | **Revised By** | **Reason for change** |
| **1.0** | **28/03/2021** | | **Alessandro Ferro** | **NA** |
|  |  | |  |  |
|  |  | |  |  |
|  |  | |  |  |

# Project Completion

# Completion Criteria

|  |  |  |
| --- | --- | --- |
| Category | Criteria | Achieved |
| Objectives | * The project vision has been achieved * All project objectives have been achieved | Yes |
| Benefits | * The full benefits defined in the business case have been realized | Yes |
| Deliverables | * All deliverables have been completed * All deliverables have been accepted by the customer | Yes |

# Outstanding items

|  |  |  |
| --- | --- | --- |
| Item | Action | Owner |
| Activities | * Training to Bazaar Ceramics employee has yet to be provided | Developer |
| Risks | * Data backup strategies have yet to be implemented | Developer |
| Issues | * Sales reporting priorities have yet to be defined | Project owner |

# Project Closure

# Deliverables

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Deliverable | Current Owner | New Owner | Hand over plan | Date | Responsible |
| Prototype | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Database Design and Architecture | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Source Code | Developer | Project Sponsor | Google Drive | 31/03/2021 | Developer |
| Training | Developer | Project Sponsor | On Location | To Be Defined | Developer |
| Project Closure Document | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |

# Documentation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Deliverable | Current Owner | New Owner | Hand over plan | Date | Responsible |
| Business Requirements Document | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Technical Requirements Specification | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Problem Statement | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Scope Document | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Work Breakdown Structure | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Project Plan | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Website Architecture | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Site Map | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Test Plan | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Test Summary Report | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Test Acceptance Report | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |
| Project Closure Document | Developer | Project Sponsor | Email/Google Drive | 31/03/2021 | Developer |

# Suppliers

No external suppliers have been involved in the project. All the materials, hardware, software and expertise needed for the realization of the Bazaar Ceramics Project have been supplied by either the project sponsor, the developer, or consisted of assets and software available online in the form of free to use web applications or free and open source softwware.

|  |  |
| --- | --- |
| Item | Supplied by |
| Development Machine | Developer |
| Development Environemnt | Developer – Xampp |
| IDE | Developer – Visual Studio Code |
| Design tool (Database) | [www.lucidchart.com](http://www.lucidchart.com) |
| Design Tool (Use case) | Star Uml |

# Resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Resource Name | Current Designation | Release Activity | Release Date | Activity Owner |
| Developer | System developer | Handover of project deliverables | 31/03/2021 | Project Sponsor |
| Project Sponsor | Main Stakeholder and Decision maker | Project closure Sign Off | 31/03/2021 | Project Sponsor |
| Manager of Sales and Marketing | Stakeholder | Communication of successful closure of the project | 31/03/2021 | Project Sponsor |
| Manager of Finance | Stakeholder | Communication of successful closure of the project | 31/03/2021 | Project Sponsor |
| Manager of Production | Stakeholder | Communication of successful closure of the project | 31/03/2021 | Project Sponsor |

# Communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Target Audience | Intended Message | Method Used | Dispatch Date | Dispatch Owner |
| Developer | Documents returned with project sponsor signature for acceptance and project closure | Email | 31/03/2021 | Project Sponsor |
| Project Sponsor | Project has been successfully completed | Email | 31/03/2021 | Project Sponsor |
| Manager of Sales and Marketing | Project has been successfully completed | Email | 31/03/2021 | Project Sponsor |
| Manager of Finance | Project has been successfully completed | Email | 31/03/2021 | Project Sponsor |
| Manager of Production | Project has been successfully completed | Email | 31/03/2021 | Project Sponsor |

# Approval

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_ /\_\_ /\_\_

# Appendix

All the documentation and any other deliverable described in this document is available in the project files this document is part of.

The documents should be kept together for any future reference.

The full documentation and files for the Bazaar Ceramics Project consists of

* Business Requirements Document 1
* Business Requirements Document 2 (Addendum)
* Technical Requirements Document 1
* Technical Requirements Document 2 (Addendum)
* Problem Statement
* Scope Document
* Work Breakdown Structure
* Project Plan
* Website Architecture Document
* Site Map
* Prototype
* Database Design and Architecture
* Source Code
* Test Plan
* Test Summary Report
* Test Acceptance Report
* Project Closure Document

The end of this document marks the closure of the Bazaar Cermaics Project