

**Project Close Checklist Template Project**

**Name: Vitaran**

**Project Sponsor: -**

**Service Owner: Team Quarks**

**Project Manager: Ashish Kumar Sarkar**

**Document Date: 29.05.2017**

## **1. Lessons Learnt**

### **1.1. Did the delivered project meet the specified requirements and goals of the project? Was the customer satisfied with the end product(s)? If not, why not?**

Yes, the delivered product met the specified requirements and goals of the project. We were able to successfully create three apps, Vitaran Donor, Vitaran NGO and Vitaran Collection Unit, and the three apps interact with each other as desired by the customer. Customer was satisfied with the end product

### **1.2. Was the schedule/timeline met? If not, why not?**

The schedule could not be met. Delay in the project was encountered due to:

1. Bug Fixes
2. Unscheduled College Work
3. One of the developers machine crashed and went for repair.

### **1.3. Were risks identified and mitigated? If not, why not?**

All foreseeable risks were managed and the project plan was made with those risks in mind. However, unforeseeable risks were handled reactively.

### **1.4. What bottlenecks or hurdles were experienced that impacted the project?**

The following bottlenecks were encountered during the project:

- (a) Unforeseen bugs on adding new features.
- (b) Android Compatibility Issues: Due to updates, various components of Android get updated regularly, and whenever all the developers were not updated to the same version, error was generated.

### **1.5. What could be done differently on the project?**

After the application garners sufficient public attention, instead of burdening the NGO with the task of collection, some volunteers could act as collectors.

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## 2. Closure Checklist

#	Item	Yes/ No	Comments (if any)
1	Completed any outstanding tasks	Yes	
2	Completed any pending deliverables	No	
3	Identified and documented all outstanding issues	No	All issues resolved.
4	Assigned unresolved issues to relevant resources	No	All issues resolved.
5	Obtained Project Sign-Off	No	
6	Paid all invoices	-	
7	Held lessons learned meeting with the team	Yes	Project Closure Meeting Conducted on 29.05.2017
8	Communicated project's closure with the stakeholders	Yes	
11	Gathered all project metrics	Yes	
12	Archived information in project repository	Yes	All project documents uploaded on Team Wiki and Github repository.
13	Stored all hard copies in designated areas	Yes	
14	Released project team	Yes	
15	Closed the project formally	Yes	
16	Celebrated success!	No	Celebration due after exams ☺