Project closure Memo

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| To: | Shawn Laird |
| From: | Mike Sondgeroth |
| Subject: | **Technology-Physical Security System Upgrade** |
| Date: | August 3, 2016 |

**Products Delivered:**

## The project **Technology-Physical Security System Upgrade** project was completed on 7/26/16.

**Business Purpose:**

The intent of this project is to upgrade WINDSX to a current supported version. In the process, we'll migrate the server and the applications to Windows 2012 R2 and SQL Server 2014 SP1 CU6. Both WINDSX and Easylobby applications will be migrated to the new server.

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| **Project Statistics** | | **Comments** |
| Start Date | 7/18/16 |  |
| End Date | 7/26/16 |  |
| Original Budget | $15,680 |  |
| Revised Budget |  |  |
| Actual Cost | $9,504 |  |
| Estimated Hours | 224 |  |
| Actual Hours | 132 |  |

**Project Signoff:**

Please sign on the Business Sponsor – Completion Approval line below, to indicate that the project

**Technology-Physical Security System Upgrade** has been implemented and delivered according to the Project Agreement. No response within two business days of the date of this memo will indicate acceptance.

**Delivered:**

* Installation and configuration of WINDSX and EASYLOBBY.
* Addressed physical security system software support.
* Updated legacy infrastructure platform.
* Provisioned the application server with Windows 2012 R2 and SQL SERVER to SQL 2014 SP2
* Decommisioned the old PDSXAPP01 server after successful migration.

Lessons Learned:

Learned that the pre-planning, pre-staging made the implementation and transition go smoothly. It reduced our contractor cost by one-third of the estimated cost.

What went well:

* IT coordination was well executed.

What did not go well:

* Coordinating with the Baker Group delayed the implementation date due to conflicts with their availability and they provided minimum value to the project.

Project Closure

Please let me know if there are any outstanding issues with **Physical Security System Upgrade** Please feel free to call me if you have any questions or problems.\*

\* Project closure is not an indication the benefits have been realized.

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Mike Sondgeroth, Project Leader – Completion Approved Date

Shawn Laird, Business Sponsor – Completion Approved Date