Atech Computers

Project Closeout Report

Version Control

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| --- | --- | --- | --- |
| **Version** | **Changes** | **Author** | **Date** |
| 1.0.0 | Initial version | Xiaochen |  |
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|  |  |  |  |

Project Overview

Project management:

Personnel

Skill set

Background

Working time

Personality

Planning

Scope control

Methodology

Time management

Responsibility assignment

Design

Executing

Manpower performance

Risk handling

Communication

Meetings

Information sharing

Monitoring and controlling

Progress monitoring

Quality control

Change control

Audit

Technical topics

General recommendations for future projects