Project Close Out Report

To ensure that our project is brought to a proper and complete close, we: analyze if all of the project completion criteria have been met; identify any outstanding project activities, risks, or issues; hand over all deliverables and documentation to the project sponsor; and ensure that the closure of the project is communicated to all stakeholders.

Completion Criteria

To consider our project complete, we must complete work on the step-by-step help document and complete work on the inventory management system. Additionally, the inventory system must conform to the requirements collected from the sponsor at the project outset.

Our project meets those completion requirements. The inventory management system has been completed to the satisfaction of our project sponsor, and provides all requested functionality. The step-by-step help document has been written, laminated, and bound, and is ready to be delivered to the sponsor along with a digital version (PDF format).

Outstanding Activities, Risks, and Issues

The only project activity currently left outstanding is the delivery of the system help document. Communication with sponsor as to setting a date for the hand-off meeting is ongoing.

No significant risks to the project’s success remain at this point.

There are no outstanding issues requiring resolution.

Final Deliverable Hand-off

Formal hand-off of the system and the help document will be done during the impending meeting with sponsor. During this meeting, the login credentials used to make the AssetTiger account will be emailed to the sponsor along with the digital copy of the help document.

Communicating Project Closure

The formal closure of the project will be communicated to the project sponsor during the deliverable hand-off meeting. Project closure will be communicated to the project champion during the project presentation on May 7th.