Institute of Technology Australia

**Project Closure** Document

e-Commerce Website for

Bazaar Ceramics.

**Prepared by:** Gonzalo Soto

|  |  |  |  |
| --- | --- | --- | --- |
| **Version History** | | | |
| **Version** | **Date** | **Revised by** | **Reason for Change** |
| 1.0 | 01/03/21 | Gonzalo Soto | N/A |
|  |  |  |  |
|  |  |  |  |

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# **Project completion**

## **Completion criteria**

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **Achieved** |
| Objectives | * The vision of the Project has been achieved * Every single objective have been achieved | YES |
| Benefits | * Every single benefit have been achieved | YES |
| Deliverables | * Every single deliverable have been completed * Every single deliverable have been accepted by the Project sponsor | YES |

## **Outstanding items**

|  |  |  |
| --- | --- | --- |
| **Item** | **Action** | **Owner** |
| Activities | * Training has yet to be provided | Developer |
| Risks | * Database backup strategy has yet to be implemented * Data backup strategy has yet to be implemented | Developer |
| Issues | * Sales reporting have yet to be defined | Project sponsor |

# **Project closure**

## **Deliverables**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Current owner** | **New owner** | **Hand-over plan** | **Date** | **Responsible** |
| Prototype | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Database Design and Architecture | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Source Code | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Training | Developer | Project sponsor | On location | To be scheduled | Developer |
| Project Closure Document | Developer | Project sponsor | Email | 31/03/2021 | Developer |

## **Documentation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable** | **Current owner** | **New owner** | **Hand-over plan** | **Date** | **Responsible** |
| Business Requirements | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Technical Requirements | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Problem Statement | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Scope | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| WBS | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Project plan | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Website Architecture | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Site Map | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Test Plan | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Test Summary Report | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Test Acceptance Report | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |
| Project Closure | Developer | Project sponsor | GIT Repository | 31/03/2021 | Developer |

## **Suppliers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier Name** | **Contract reference** | **Termination activity** | **Release date** | **Activity owner** |
| Server – AWS | AWS-001 | * Full backup * Restore backup in new server * Change DNS * Notify AWS * Pay pending invoices | As soon as the DNS have been changed | Project sponsor |
| Domain Name – AUDA | AUDA-001 | * Point DNS to new domain name * Notify AUDA * Pay pending invoices | As soon as the new DNS are pointing to new domain | Project sponsor |

## **Resources**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource Name** | **Current Designation** | **Release activity** | **Release date** | **Activity owner** |
| Developer | Software Engineer | * Hand-over deliverables | 31/03/21 | Project sponsor |
| Project sponsor | Main stakeholders and decision maker | * Project closure * Sign-off | 31/03/21 | Project sponsor |
| Sales and Marketing Manager | Stakeholders | * Communication of successful closure | 31/03/21 | Project sponsor |
| Finance Manager | Stakeholders | * Communication of successful closure | 31/03/21 | Project sponsor |
| Production Manager | Stakeholders | * Communication of successful closure | 31/03/21 | Project sponsor |

## **Communication**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target audience** | **Intended message** | **Method used** | **Dispatch date** | **Dispatch owner** |
| Developer | Approved documentation including project closure | Email | 31/03/21 | Project sponsor |
| Project sponsor | Project has been successfully completed according to business and technical specifications | Email | 31/03/21 | Project sponsor |
| Sales and Marketing Manager | Project has been successfully completed | Email | 31/03/21 | Project sponsor |
| Finance Manager | Project has been successfully completed | Email | 31/03/21 | Project sponsor |
| Production Manager | Project has been successfully completed | Email | 31/03/21 | Project sponsor |

# **Approval**

|  |  |
| --- | --- |
| ***Full name*** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Role*** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Signature*** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***Date*** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Appendix**

Every single deliverable and document described within this document is provided by the developer and has been made available for the Project Sponsor. These documents are meant to be stored together for further references:

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

The end of this document marks the closure of the Bazaar Ceramics e-Commerce solution Project.