Project Close-Out Report Template

Project Close-Out Report
Report Date: *Oct 30*

KEY INFORMATION	
Project Name	AHI App
Division/Department	Marketing
Project Sponsor	Mary Smithers
Project Manager	Cary Manning

PROJECT GOALS
Document the original goals from the project charter.
1. Develop initial design
2. Develop an initial prototype
3. Gain customer acceptance
4. Launch a new app
5. Plan app upgrades

PROJECT GOAL SUCCESS ANALYSIS
Highlight the success or failure in meeting the project goals from the original plan and explain deviations. (Success, Partial Success, Not Accomplished)
1. Completed initial design (Success) 2. App developed within specified time frame (Success) 3. App did not include all features as originally planned (Partial Success) 4. App was launch on time (Success) 5. Outstanding requirements planned, along with debugs to fix minor issues by Nov 15 (Not Accomplished).

SCOPE REVIEW

Call out any variances to the original scope plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?

Two required data feeds and a number of desired reports were not included. Inadequate requirements gathering at the beginning of the project resulted in several change requests.

3rd Sprint add. Added $7k costs due to equipment requirement omissions. These could have been avoided if planned better and considered all factors.

SCHEDULE REVIEW

Call out any variances to the original schedule plan and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?

Took longer to hire IT.
Start hiring earlier or lower qualifications and spend time training.

Added 3rd Sprint.
Team was not familiar with scrum and adaptive methods during Sprints. Need more training.
Development team velocity was based on assumptions. In the future, the team will strive to understand better how much work measured by story points the team can achieve in each Sprint.

COST REVIEW

Call out any variances to the original budget plan over or under and briefly describe why they happened. Can these variances be prevented in future projects? If so, how?

Additional costs of $7000 were incurred due to equipment requirement omissions and inflationary cost factors not considered during initial planning.
Better planning and understanding of needs and equipment. Add buffer with contingency costs.

RISK ANALYSIS
Call out anticipated or unanticipated risks that impacted the project. Could these risks be prevented in future similar projects? If so, how? Refer to the Risk Register to review or link to register directly.
Unanticipated Risks: Took longer to hire IT. Start hiring earlier or lower qualifications and spend time training.   Anticipated Risks: Team was not familiar with scrum and adaptive methods during Sprints. Need more training.

OUTSTANDING ITEMS
List any outstanding project-related follow-up items, how they are being addressed, and who is responsible.

Issue	Planned Resolution	Assigned To
Two required data feeds not included	version 2	Cal Hamer
A number of desired reports were not included	version 2	Cal Hamer
A few minor App interface issues still need to be remedied.	Patch for 15 November completion date	Cal Hamer

LESSONS LEARNED	
DID WELL	
Note what aspects of the project went well or better than expected, and share your thoughts on how this positive outcome could be replicated in future projects.	
ITEM	**NOTES**
Customer liked app	**Fulfilled their requirements and expectations**
Reduced scope to meet deadline	**Understood need to sacrifice scope for timeliness.**
DO BETTER	
Note what aspects of the project went poorly or worse than expected, and share your thoughts on how this less than desirable outcome could be avoided in future projects.	
ITEM	**NOTES**
Team not familiar with scrum	**More training**
Omitted equipment	**Better understanding of need and equipment**
Inadequate requirements gathering	**Lengthier and more inclusive discuss prior to start.**

RECOMMENDATIONS
Note any recommendations for future project managers managing similar projects.
Better requirements gathering, more training for Team and longer time for recruiting.

PROJECT ARCHIVES
Note where those wanting to reference documents related to this project in the future will be able to find them.
Archive on SharePoint.

PROJECT CLOSEOUT
• Lessons Learned Conducted: Nov 15 • Closeout Review Complete: Nov 16