

Document title: GUIDELINES FOR PROJECT CLOSURE REPORT

General:

The Project Closure Report will be prepared by team members and submitted to concerned authority for validation

The Project Closure Report of a project shall contain the following elements:

- 1) General Information: This shall contain data regarding
 - Overall productivity achieved.
 - Number of complaints.
 - Process used and process deviations.
 - Estimated and actual start and end dates of the project.
 - Tools used.
- 2) Risk Management: This shall contain data regarding
 - Risk identified at the start of the project
 - Risk encountered during the project
 - Notes on risk mitigation
- 3) Size: This shall contain data regarding
 - Estimated and actual size (in KLOC)
 - Notes on Estimation
- 4) Defects: This shall contain data regarding
 - SDLC stage-wise defects
 - Distribution of defects as major, minor etc.