



Project Closure KU Bookstore

Document Control

Document Information

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Document History

Version	Issue Date	Changes
1.0	4/28/22	Initial draft

Document Approvals

Role	Name	Signature	Date
Project Sponsor	Dr. Saiedian		
Project Manager	Niklas Meissner		
Quality Manager	Christopher Herdoiza		
Director of Development & Architect	Laura Slocum		

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1 Project Completion

This section identifies the criteria required to complete the project and any outstanding items which still need to be undertaken even though the project may be ready for completion.

1.1 Completion Criteria

Category	Criteria	Achieved
Scope Definition	<ul style="list-style-type: none">• Scope defined and agreed on	Y
Project Plan	<ul style="list-style-type: none">• Project Plan completed and approved	Y
KU ADID Login Integration	<ul style="list-style-type: none">• Completed SSO integration	Y
Payment Processing	<ul style="list-style-type: none">• Stripe integration completed	Y
GUI	<ul style="list-style-type: none">• Complete GUI and QA	Y
Product Delivery	<ul style="list-style-type: none">• Product completed, tested, and delivered to customer.	Y

1.2 Outstanding Items

Item	Action	Owner
Shopping Cart Rebuild	<ul style="list-style-type: none">• Customer change request, requesting shopping cart be updated to match website improvements.	Niklas Meissner

2 Project Closure

This section outlines the next steps required to perform the closure of the project. This includes the handover of deliverables and documentation to the customer, the termination of supplier contracts, the release of project resource back to the business (or the marketplace) and the communication to all stakeholders that the project is now formally closed.

2.1 Deliverables

Deliverable	Current	New	Hand-over Plan		
Type	Owner	Owner	Activities	Date	Owner
Deliver Source Code	Syllabus Devs, Inc.	Laura Slocum, Director of Software Engineering	<ul style="list-style-type: none">Handover source code to KU	July 21, 2022	Niklas Meissner
Deliver Release Notes	Syllabus Devs, Inc.	Laura Slocum, Director of Software Engineering	<ul style="list-style-type: none">Handover release notes to KU	July 21, 2022	Niklas Meissner
Deliver Systems Maintenance Documentation	Syllabus Devs, Inc.	Laura Slocum, Director of Software Engineering	<ul style="list-style-type: none">Handover maintenance documentation	July 21, 2022	Niklas Meissner

2.2 Documentation

Documentation	Storage	
Type	Owner	Location
Project Initiation: <ul style="list-style-type: none">• Business Case• Feasibility Study• Terms of Reference	Niklas Meissner	SharePoint/Project Management/Projects/KU-Bookstore/Project-Initiation
Project Planning: <ul style="list-style-type: none">• Project Plan• Resource Plan• Financial Plan• Quality Plan• Acceptance Plan	Niklas Meissner	SharePoint/Project Management/Projects/KU-Bookstore/Project-Planning
Project Execution: <ul style="list-style-type: none">• Change Process• Change Form• Change Register• Risk Process• Risk Form• Risk Register	Niklas Meissner	SharePoint/Project Management/Projects/KU-Bookstore/Project-Execution

2.3 Suppliers

Identify a hand-over plan for the termination of project supplier contracts.

Supplier Name	Contract Reference	Termination Activity	Release Date	Activity Owner
Syllabus Devs, Inc.	117892	<ul style="list-style-type: none">• Notify supplier of termination• Release supplier resources	7/30/22	Laura Slocum, Director of Software Engineering

2.4 Resources

Resource Name	Current Designation	Release Activity	Release Date	Activity Owner
Syllabus Devs, Inc.	Developers	<ul style="list-style-type: none">• Notify staff member of release• Release staff member	7/29/22	Niklas Meissner
Christopher Herdoiza	QA (Contractor)	<ul style="list-style-type: none">• Identify internal QA to maintain project	7/29/22	Laura Slocum

2.5 Communication

Identify a plan to communicate the project closure to all stakeholders and interested parties.

Target Audience	Intended Message	Method Used	Dispatch Date	Dispatch Owner
Project Stakeholders	<ul style="list-style-type: none">• Project completed and closed• Achievements• Post-Mortem	<ul style="list-style-type: none">• Email for informal stakeholders• Meeting for executive level	8/5/22	Niklas Meissner

3 Approval

Name: Niklas Meissner

Role: Project Manager

Signature: *Meissner*

Date: 04 / 28 / 2022

By signing this document, I grant approval to formally close this project and complete the hand-over activities as described above.