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| **Project Closure Report** | |
| **Purpose**: This report should be completed at the end of a project. | |
| **Project Name** | Ulysses (InTechHouseDesign) |
| **Project Team** | T\_06 |
| **Company Name** | InTechHouseDesign |
| **Company Contact** | <http://ithd.ca> |
| **Project Actual Start Date** | 2018/09/10 |
| **Project Actual End Date** | 2019/04/15 |
| **Reason for Project Closure** | Project Completion & End Of Academic Term |
| **Client Acceptance Date** | 2019/04/18 |
| **Project Description** | Implementation of the new company’s website with the feature for the clients to log in, create the proposal, and talk to the assigned employee, along with a desktop app that manages all the records |

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| Closure Activity Confirmation | | |
| **Item** | **Confirmation** | **Comments** |
| **Project Considered a Success** | ☑ Yes ☐ No ☐ N/A | T\_06 does plan on celebrating the success of the Ulysses project for ITHD. Plans currently are to enjoy dinner and drinks at a restaurant that is to be determined at a later date after examinations are over. |

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| Release of Hardware / Software | | |
| **Item** | **Description** | **Release Date** |
| **Website/WebApp** | Company’s main website with the ability for clients to log in, create a proposal, chat with the employee | 2019/04/15 |
| **Desktop App** | Desktop app for managing all the records: clients, proposals | 2019/04/15 |
| **Database** | Database required for accepting, modifying and storing information and records relevant to both the desktop and web-based applications. | 2019/04/15 |

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| Project Archival List | | | | |
| **Project Deliverables Report** | | |  | |
| **#** | **File / Email Description** | **Document Location** | | **Storing Media (Hardcopy/Softcopy)** |
| 1 | Project High Level Requirements | T\_06\_Capstone\_Documentation/Business\_Requirements/T06\_High\_Level\_Requirements | | Soft Copy (Compressed Format) |
| 2 | Original Project Plan And Team Charter | T\_06\_Capstone\_Documentation/Project\_Plan/T06\_Project\_Plan\_and\_Team\_Charter | | Soft Copy (Compressed Format) |
| 3 | Updated Project Plan And Team Charter | T\_06\_Capstone\_Documentation/Project\_Plan/T06\_Updated\_Project\_Plan\_and\_Team\_Charter | | Soft Copy (Compressed Format) |
| 4 | Project Vision Documentation For Project Ulysses and ITHD | T\_06\_Capstone\_Documentation/Project\_Vision/T06\_Project\_Vision | | Soft Copy (Compressed Format) |
| 5 | Project Summary Documentation For Project Ulysses and ITHD | T\_06\_Capstone\_Documentation/Project\_Vision/T06\_Project\_Summary | | Soft Copy (Compressed Format) |
| 6 | Documentation Outlining The Requirements Analysis And The Speculated Design | T\_06\_Capstone\_Documentation/Requirements\_Analysis\_and\_Design/T06\_Requirements\_Analysis\_and\_Design | | Soft Copy (Compressed Format) |
| 7 | Project Status Report 1 | T\_06\_Capstone\_Documentation/Status\_Report/T06\_ProjectStatusReport1 | | Soft Copy (Compressed Format) |
| 8 | Project Status Report 2 | T\_06\_Capstone\_Documentation/Status\_Report/T06\_ProjectStatusReport2 | | Soft Copy (Compressed Format) |
| 9 | Project Status Report 3 | T\_06\_Capstone\_Documentation/Status\_Report/T06\_ProjectStatusReport3 | | Soft Copy (Compressed Format) |
| 10 | Documentation Outlining The System Implementation For Project Ulysses and ITHD | T\_06\_Capstone\_Documentation/System\_Implementation/System\_Implementation | | Soft Copy (Compressed Format) |
| 11 | Images Depicting Various Relevant Data Members, Relationships, And Schemas | T\_06\_Capstone\_DocumentationWireframes\_Mockups/\* | | Soft Copy (Compressed Format) |

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| Re-usable Component / Tools Developed | | |
| **#** | **Re-usable Component / Tools Name Description** | **File Name** |
| 1 | Pusher Chat (website): Chat client for web portion of the project. | ChatForm.vue, ChatMessages.vue, app.js |
| 2 | SummerNote (website): Consolidated PDF generator for the website. | create\_proposal\_2.blade |
| 3 | Dompdf (website): Components comprising the project proposal process for the Web portion of the project. | create\_proposal\_1.blade, create\_proposal\_2.blade, create\_proposal\_3.blade, create\_proposal\_4.blade, create\_proposal\_5.blade, create\_proposal\_6.blade, HomeController.php |
| 4 | ITHD Environment Configurable File (website): A brief but wonderful file responsible for instructing laravel how to construct and manage database connections and communication protocols. | ITHD-web/.env |
| 5 | Desktop Database Connection String: A necessary portion of the application responsible for establishing a connection to the database. | No specified file. It is integrated into the application and necessary for data extractio. However, changes can be made on the database and those changes can be viewed without changing this portion of the software. |

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| Project Value/Benefits | | |
| Provide a summary of the value/benefits of this project and indicate whether they have already been realized or will be realized in the future. | | |
| **#** | **Value/Benefit** | **Realized / Future** |
| 1 | Experiencing first hand the project and software development cycles. This is majorly beneficial to not only the students of T\_06 but our stakeholder as well. This opportunity provided us both valuable insights and perspectives on this process. | Realized |
| 2 | Emphasised the importance of time management. With plenty of development ahead of us and a hard deadline set, the importance of time management was made clear to us by requiring to gradually deliver features and components regularly at predefined intervals. Agile software development strategies significantly aided in this endeavour. | Realized |
| 3 | Set aside time for research. Taking the time to plan out your steps with a team is incredibly beneficial. If you’re unaware of what technologies to use initially, come up with a list of potential candidate technologies and divide researching those technologies amongst your group members. The insights gained from this process can prove to be great time saving measures in future sprints during development. | Realized |
| 4 | Increased efficiency and data consolidation within ITHD. Up to this point, ITHD has been using hard paper copies as well as many different pieces of software in order to generate and track their project proposals. (This will be realized when the software is successfully handed over and relinquished to ITHD.) | Future |

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| Lessons Learned | |
| Include any technical, managerial lessons learned, preventative measures for issues faced, and aspects of the project that had a positive impact on the success of the project. | |
| **#** | **Description / Explanation of Lesson Learned** |
| 1 | Clear, concise, and consistent communication is vital to task progress and project completion. |
| 2 | Time estimates were for specific tasks were often underestimated leading to frequent delays and rescheduling of later stage tasks to points farther in the future. |
| 3 | Incorporating the stakeholder into the team can be beneficial for task prioritization, but also detrimental in terms of constant ‘feature creep’ and ‘scope creep.’ |
| 4 | Managing stakeholder expectations is paramount to project progress and completion. Many stakeholders are not aware of the processes behind software development and implementation. Managing stakeholder expectations is necessary to prevent overloading the development team with unnecessary tasks. |

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| Best Practices | |
| Identify any innovative methods, techniques, processes developed, as well as any other best practices used on the project. | |
| **#** | **Description of Best Practice** |
| 1 | Use Observables and keep Service and Providers as singletons. |
| 2 | Have a pre-meditated list of topics and subject matter to discuss prior to engaging in team meetings. This aids in establishing team focus and effective time management. |
| 3 | Having at least one team member partially involved with multiple portions of the project can aid in guiding other team members that are more focused on specialized and specific tasks. This “Generalist” team member provides much needed information to the “Specialists” about the functionality of different portions of the application or service, making it easier and less time consuming for the specialists to ensure that their portions of the project are compatible. |
| 4 | Have a legitimate, authoritative, and respected method of approving or denying decisions within the development team. Without this, team members may spend development time and resources working on vestigial components or features that may never end up being implemented at all. This is easy to accomplish with and odd number of team members and a simple vote, but teams lacking an odd number of members or a clear authority figure may struggle with this issue and waste development time. |

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| Prepared By | | | |
| **Project Team** | 2019/04/07 | | |
| (name) (signature) (date) | | |
| **T\_06 User Interface Designer** | **Tamara Saldina T.S. 2019/04/08** | | |
| **T\_06 Project Manager/Team Lead** | **Anastasiia Roldugina** **A.R.**  **2019/04/08** | | |
| **T\_06 Quality Assurance** | **Morgan Gill** **M.G.**  **2019/04/08** | | |
| **T\_06 Software Developer** | **Jerome Ching**  **J.C.**  **2019/04/08** | | |
| **T\_06 User Experience Designer** | **Jordan Pike**  **J.P.**  **2019/04/08** | | |

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| Handover Approvals | | |
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| **Stakeholder/Industry partner Name and Title** | | Andrii Golovnia  **2019/04/08** |
| (signature) (date) |
| **Comments**: While approval for the handover has been given, the actual handover process of the software will take place on April 18th, 2019. | | |

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| Project Closure Approval | |
| **Stakeholder/Industry partner Name and Title** | Andrii Golovnia  **2019/04/08** |
| (signature) (date) |
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