**Project Closure**

**Document Control**

**Document Information**

|  |  |
| --- | --- |
| **©** | **Information** |
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| **Version** | **Issue Date** | **Changes** |
| *[1.0]* | *8/3/2025* | *Project Charter* |
| *[1.1]* | *19/5/2025* | *Test Plan , project libre and Jira* |

**Document Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature©** | **Date** |
| Project Sponsor | MIU |  | 1/3/2025 |
| Project Review Group | Dr. Salma |  | 19/5/2025 |
| Project Manager© | Dr Mohamed |  | 26/5/2025 |

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# 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.

## Completion Criteria

List the criteria which must be met to confirm that the project is completed. For each criteria listed, assess whether or not it has been achieved to the satisfaction of the customer.

|  |  |  |
| --- | --- | --- |
| **Category** | **Criteria** | **Achieved** |
| Objectives | * The project ‘vision’ has been achieved (as defined in the Project charter) * All project objectives have been achieved (as defined in the Project charter) | *Y* |
| Benefits | * The full benefits have been realized (as defined in the Project charter) | *Y* |
| Deliverables | * All deliverables have been completed (as defined in the Project charter) * All deliverables have been accepted by the customer (as per the Project charter) | *Y* |
|  |  |  |
|  |  |  |

## Outstanding Items

List any outstanding items which still need to be undertaken even though the project has satisfied the above completion criteria. For each item, list the actions required to be undertaken and the Owner responsible for undertaking the action.

|  |  |  |
| --- | --- | --- |
| **Item** | **Action©** | **Owner** |
| Activities | *BackEnd and database connection* | *N/A* |
| Risks | *Shelter staff not trained to use the system and Security vulnerabilities* | *Alia-Shaden* |
| Issues | *-* | *-* |
|  |  |  |

# 

# Project Closure

## Documentation

Identify a hand-over plan for the release of all project documentation to the customer. An example follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Documentation** | **Current** | | **New©** | |
| Type | Owner | Location | Owner | Location |
| Project Charter: | *Alia* | *Desktop* | *Alia* | *Desktop* |
| Project Management Plan | *Shaden* | *Desktop* | *Shaden* | *Desktop* |
| Risk Tracking | *Alia - Shaden* | *Desktop* | *Alia - Shaden* | *Desktop* |
| Requirement matrix | Noor- Nourhan | Desktop | Noor- Nourhan | Desktop |
| Stakeholder management plan | Nourhan | Desktop | Nourhan | Desktop |
| Test plan | Noor | Desktop | Noor | Desktop |
| Quality control plan | Alia | Desktop | Alia | Desktop |
| Closure | All | Desktop | All | Desktop |

## Resources

Identify a hand-over plan for the release of all project resources (including staff and equipment). An example follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resource  Name** | **Current**  **Designation** | **Release Activity** | **Release Date** | **Activity Owner** |
| *Staff Name* | *Project Role* | * Notify staff member of release * Release staff member * Return staff assets * Pay final staff salary | *Date staff member released* | *Name of person responsible for activity* |
| *Equipment Type* | *Equipment Purpose* | * Identify new owner * Undertake equipment sale * Release equipment * Update General Ledger | *Date equipment released* | *Name of person responsible for activity* |
|  |  |  |  |  |
|  |  |  |  |  |

# Approval

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

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