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.