



Promoting IT Efficiency

**ABC COMPANY
Extended Accounting System (EAS)
Project Closeout
Sample**



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1. CONTEXT

This section provides a basis for why the document has been prepared - it gives the reader an understanding of what they should expect to see in the remainder of the document.

The ***Project Closeout Report*** deliverable is used to provide an objective assessment of how the project evolved. It documents the "favorable" and "unfavorable" aspects of the project. The Project Closeout Report is intended to assist future project teams with "lessons learned".

2. SUMMARY

This section provides an overview of the project and a general context for the scope of the project.

The EAS project was completed with all requirements being met. The ABC Company can now offer tenders to "IT Service Vendors" - to obtain IT contracting resources. The business and technical staff of the organization work **were able to utilize the new development methodology successfully and deliver the final product within 2 weeks of the originally** estimated completion date and within 5 % of budget.

Resources from the Human Resources, Procurement and Accounting Departments have received their training and have started utilizing this new function. They are currently in the process of defining initial skills matrices for technical positions within the IT Department. It is anticipated they will have successfully utilized all of the functionality (interviewing, hiring, oversight, compensation) of the EAS within the next two months.

3. PROJECT TEAM

This section provides a summary of the project team and the roles they played on the project.

Role	Name & Organization
System Owner	John Smith - Accounting
Steering Committee Member	Jane Jones - Procurement
Project Manager	Sally Anne - Information Technology
System Manager	Jim Brown - Human Resources
Technical Architect	Mary Lamb - Information Technology

4. QUALITY: EVALUATION OF CRITERIA VERSUS RESULTS

This section provides a summary of the deliverables that were produced, the initial acceptance criteria and the actual outcome of the project measured against the initial criteria.

	Deliverable	Acceptance Criteria	Results (Outcome)
1	Project Management Deliverables	Adequate planning and oversight	The project was planned and executed to plan. The System Owner was kept informed of the project schedule, costs, duration, issues and quality. Deviations and issues were identified and addressed in a timely fashion.
2	Software Development Deliverables	Were the business requirements accurately defined	<p>The project team business analysts worked closely with resources inside the Accounting, Procurement and Human Resources Departments. Through continued iterations across these departments an accurate set of requirements were established.</p> <p>The business analysts also kept departmental resources informed on the progress of the project and lead the training and support of the new application in the user community. The project team programmers and analysts applied this set of requirements and built the application to reflect them.</p>
3	Testing Deliverables	Were the business requirements reflected in the application that was built	<p>The testing criteria (unit, integration and user acceptance) was developed in synchronization with the business requirements.</p> <p>As the application was built it was tested according to the pre-defined criteria. Deviations from anticipated results were document (unit, integration, user acceptance) and communicated to the programmers who corrected the appropriate code followed by re-testing of the conditions.</p> <p>Upon completion of the project all pre-defined testing criteria was satisfied before the application was put into the production environment.</p>

5. SCHEDULE: MILESTONES - PLAN VS. ACTUAL

This section provides a summary of the project milestones and an evaluation of how the project evolved against these milestones.

Deliverable or Milestone		Final Plan Date	Actual Delivery Date	Key Issues
1	All project deliverables were completed on time and within budget	Nov 30, 2012	Nov 30, 2012	
2				
3				
4				
5				
6				

6. LESSONS LEARNED

This section acts to define the lessons learned during the life of the project and acts as a reference for improving future projects or implementing change to organizational methodology deliverables, processes and procedures.

I) A technical architect was not available during the early stages of gathering the business requirements. The presence of a technical architect from the outset of the project would have provided the business analysts greater support as they gathered requirements and would have provided more expediency in documenting the requirements. ***Lesson Learned - ensure the core of the project team (project Manager, System Manager, Technical Architect) are present from the outset of the project.***

II) A number of generic test scripts (from other ABC Company projects) could have been reused to save time in testing generic conditions (ie valid dates, etc). ***Lesson Learned - maintaining an organizational inventory of "test scripts" could ease and speed some repetitive testing effort and activities.***