



# Project Closure Report

For XYZ

Version 1.0



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**Revision History**

Version (x.y)	Date of Revision	Description of Change	Reason for Change	Affected Sections	Approved By
<b>Version 1.0</b>		NA	NA	NA	

**Approval History**

Version (x.y)	Prepared By	Reviewed By / Date	Approved By / Date
<b>Version 1.0</b>			

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**1. Project Details**

**1.1 Project ID**

XYZ

**1.2 Project Name**

XYZ NEWS

**1.3 Customer**

<Customer>

**1.4 Project Type**

Development

**1.5 Project Manager**

<Manager Name>

**1.6 Project Team Members**

<Team Member Names (Designation)>

**1.7 Project Start Date**

DD/MM/YYYY

**1.8 Project End Date**

DD/MM/YYYY

**1.9 Closure Type (Successful Completion/ Termination)**

Successful Completion

**1.10 Project Description**

<Describe>

**1.11 Project Write-up (from Marketing Perspective)**

<Describe>

## 2. Project Size, Effort and Schedule Details

### 2.1 Size

Initial Estimate	Revised Estimate	Actual	Unit of Measurement (UOM)	Reasons for significant deviations if any
8 Man Months	NA	9 Man Months	NA	Video Conferencing Challenges

### 2.2 Effort in Person Months/ Person Days

Proposal	Planning/ approved in PIN	Revised	Actual	Reasons for significant deviations if any
8 Man Months	8 Man Months	9 Man months	9 Man Months	Video Conferencing Challenges

### 2.3 Effort Distribution in Person Months/ Person Days

Phases	Planned Effort (A)	% of total planned effort	Actual Effort (B)	% of total actual effort	Phase wise effort variance ((B-A)/A)*100
Requirements	15 Days		15 Days		
Design	30 Days		35 Days		
Coding & Unit Testing	110 Days		129 Days		
Testing	37 Days		37 Days		
<b>Total Effort</b>	<b>192 Man Days</b>		<b>216 Man Days</b>		

## 2.4 Schedule

Mile Stones	Deliverable	Original date	Revised Date	Actual date	Slippage in calendar days*	Reasons for slippage
Web & Mobile App with Video Conferencing	Web version Delivery	DD/MM/YYYY	NA	DD/MM/YYYY	NA	NA
	Mobile App delivery	DD/MM/YYYY	NA	DD/MM/YYYY	NA	NA
	Video Conferencing Delivery- Web version	DD/MM/YYYY	NA	DD/MM/YYYY	NA	NA
	Video Conferencing- Mobile App	DD/MM/YYYY	NA	DD/MM/YYYY	NA	NA

\* (For calculating slippage in calendar days, wherever applicable, Revised Date shall be taken instead of original date if Original date has been revised with customer's consent).

## 3. Automated Tools Used (if any)

Activity	Tools
Analysis	<b>Waterfall Model</b>
Design	<b>Dreamweaver/Photoshop</b>
Testing / Debugging	<b>Load Runner</b>
Configuration Management	<b>NA</b>
Project Estimation	<b>NA</b>
Planning & Tracking	<b>Online Project Monitoring</b>
Risk Management	<b>NA</b>
Defect Tracking	<b>NA</b>
Change Management	<b>NA</b>

#### 4. Defects

Phase	Type of Defects	No of Defects (Severity Wise Breakup)	Causes	Defect Prevention Action
NA	NA	NA	NA	NA

#### 5. Other Metrics

Other Metrics Planned (As per Project Plan) / Not Planned, but collected	Set Goal	Actual achieved	Reasons for significant deviation, if any from the estimates
NA	NA	NA	NA

#### 6. Causal Analysis of Defects & Feedback

<Provide details of the causal analysis performed on defects and customer feedback>

#### 7. Project Feedback

Innovative project with video conferencing feature both in Web Application as well as in Mobile App.

#### 8. Lessons Learnt

R & D on Video Conferencing was a great learning experience.

#### 9. Suggestions for Improvement

NA

#### 10. Best Practices Followed

NA

**11. Backup and Archive**

S. No.	Source Code/ Files / Reference Material	Version and Date DD/MM/YYYY	Media of Storage	Remarks
1	SRS Document	Version 1.1 DD/MM/YYYY	NAS	
2	MOM's	NA	NAS	
3	Change Request	NA	NAS	
4	Source Code of Web Application	Version 1.0 DD/MM/YYYY	NAS	
5	Source Code of Mobile App	Version 1.0 DD/MM/YYYY	NAS	

**UOM**

- Functional Points
- Non-functional Points
- Source Lines of Code
- Use Case Points
- Story Points