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**Project Closure Report**



**Project ID: 1840**

**Project Name: Service Award 2018**

**Focus Area/ Department: Marketing**

**Product Objective:** Celebrate the success of micro entrepreneurs and promote about their success through Sheba.xyz to the startup and corporate industry.



**Prepared By**

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| **Document Owner(s)** | **Project/Organization Role** |
| Breity Sabrin | Marketing Manager |
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**Note:**

# PROJECT CLOSURE REPORT GOALS

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| **Project Closure Report Goals** |
| This Project Closure Report is created to accomplish the following goals:   * Review and validate the milestones and success of the project. * Confirm outstanding issues, risks, and recommendations. * Outline tasks and activities required to close the project. * Identify project highlights and best practices for future projects. |



# PROJECT CLOSURE REPORT SUMMARY

## Project Highlights and Best Practices

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| **Project Highlights and Best Practices** |
| **Achievement**  Good Number of PR Social Media Buzz Positive word of mouth  **Do’s**  Pre prepared plan 1 month ahead Sponsors lock 1 month ahead Financial process lock 2 weeks ahead  100% sample checking Lock event team in-house 10%, Outsource 90% Flow rehearsle between team Enough pre hype in social media   **Challenges**   Dedicated creative support Digital distribution for generate hype Fix financial procedure Dedicated event team for logistic support |

## Budget Performance

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| **Budget Performance** |
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## Milestone and Deliverables Performance

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| **Milestones and Deliverables Performance** |
| * Event held of projected date 29th September 2018 * The objective to spread about micro entrepreneurs’ achievement and awareness of Sheba.xyz platform achieved * Guests and Media from different sector participation achieved as per plan |

## Lessons Learned:

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| 2.1. Lessons Learned |
| 1. Did the delivered project meet the specified requirements and goals of the project? Was the customer satisfied with the end product(s)? If not, why not?   Ans: Yes. it has been fulfilled all specific requirements and goal. |
| 1. Were costs budgets met? If not, why not?   Ans: Yes. The budget was utilized 100% and no wastage. |
| Was the schedule/timeline met? If not, why not? Ans: Yes. The event was held on 29th September 2018 as per the target. |
| 1. Were risks identified and mitigated? If not, why not?   Ans: Yes. The amount of risk was low. It is identified and will be taken care from next event. |
| 1. What bottlenecks or hurdles were experienced that impacted the project?   Ans: Last moment venue dependency and invitation card distribution. |
| 1. What could be done differently on the project?   Ans: Chose different venue to work in a free flow manner. |
| 1. Things to be avoided in future project and why?   Ans: 3 Months ahead planning, budget and venue confirmation. |

## Post project Tasks

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| **Post project Tasks** |
| 1. **Clear the bill of vendors** 2. **Gift handover to the winners** |

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## Project Closure Checklist

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| 2.6 Closure Checklist | | | |
| **#** | **Item** | **Yes/No** | **Comments (if any)** |
| 1 | Completed any outstanding tasks | Yes |  |
| 2 | Completed any pending deliverables | Yes |  |
| 3 | Identified and documented all outstanding issues | Yes |  |
| 4 | Assigned unresolved issues to relevant resources | Yes |  |
| 5 | Paid all invoices | Yes |  |
| 6 | Held lessons learned meeting with the team | Yes |  |
| 7 | Communicated project’s closure with the stakeholders | Yes |  |
| 8 | Archived information in project repository | Yes |  |
| 9 | Stored all hard copies in designated areas | Yes |  |
| 10 | Released project team | Yes |  |
| 11 | Closed the project formally | Yes |  |
| 12 | Celebrated success! | Yes |  |

## Project Closure Recommendations

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| **Project Closure Recommendations** |
| * The project has fulfilled all of the requirements as documented and the sponsor of the event are also satisfied with their exposures and communication. The PR factor was also good. Overall a well-crafted project ending. |

# PROJECT CLOSURE REPORT APPROVALS

**Prepared By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SBU/Dept./Project Team)

**Approved By** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SBU/Dept./Project Lead)

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(Program Manager)

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(Executive Sponsor-CEO)

**Approval Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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