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<< Project Number and Name >>

**Project Closure Report**

**Government of Newfoundland and Labrador**

**Office of the Chief Information Officer**

**Corporate Services & Projects: Project Management Office**

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This template is owned and maintained by the Project Management Office (PMO) of the Office of the Chief Information Officer (OCIO). Direct any questions about this template to OCIO-PMO@gov.nl.ca.

##### Document Revision History

| ****Date**** | ****Version**** | ****Description**** | ****Author**** |
| --- | --- | --- | --- |
| 2016-10-24 | 2.2 | Removed Cost Section | Chris Flynn |
| 2018-12-10 | 2.3 | Added section on Desktop software supportability (4) and renumbering of subsequent sections. | Jack Balram |

|  |
| --- |
| Reviewed By |
| Delivery Manager |  |  | (YYYY-MM-DD) |
| (name) | (signature) | (date) |
| Project Closure Approval |
| Delivery Director |  |  | (YYYY-MM-DD) |
| (name) | (signature) | (date) |

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# Purpose

The Project Closure Report signifies the project handover to Application & Information Management Services (AIMS) and Operations & Security (O&S) for application and infrastructure support purposes. This report will be completed at the end of a project and filed in PPM.

# Project Details

|  |  |
| --- | --- |
| **Application Number** | << As is recorded in CAMP>> |
| **Application Name** | << As is recorded in CAMP >> |
| **Project Sponsor** |  |
| **Client Name** |  |
| **Project Actual Start Date** | << YYYY-MM-DD >> |
| **Project Actual End Date** | << YYYY-MM-DD >> |
| **Reason for Project Closure** | << This includes projects that are cancelled. >> |
| **Client Acceptance Date** | << YYYY-MM-DD >> |
| **Project Description** | << Should be the same as in PPM. >> |

Table 1: Project Details

# Closure Activity Confirmation

## Vulnerability Assessment

If your project had its Vulnerability Assessment (VA) fast tracked, you will have to indicate the date that the VA will take place. **The fast track is an exemption from doing the VA before Go-Live but please note that all VA Activities, including all required remediation’s, have to be completed before the project can be closed.**

**VA Fast Track**:                            [ ]  Yes              [ ]  No               [ ]  N/A

If yes, please indicate date of VA: YYYY-MM-DD.

**VA Activities Completed**:            [ ]  Yes              [ ] No                [ ] N/A

## Project Success

**Is the Project a success?**  [ ]  Yes [ ]  No

If yes, please provide details on plan to celebrate success.

## Closure of SM7 Tickets

All Project Related SM7 Tickets should be closed on project closure, such as RFC “Go Live”, Request for Copy of Production, etc.

**SM7 Tickets Closed:** [ ]  Yes [ ]  No

If you respond “No”, provide the SM7 ticket number(s) and an explanation of why the referenced ticket(s) could not be closed

**Corporate Asset Management Updates (CAMP)**

Upon project closure, it is the Project Manager’s responsibility to ensure the updates are completed in CAMP.

## Server Inventory

All server information associated with the application must be reflected in the CAMP Server Inventory.

All TABS in the Server Inventory should be reviewed to ensure the data reflected is correct.

The Service Desk Group must reflect the correct Operations & Security Support Group that will be providing ongoing support for the server(s).

**Project Server Inventory updated:**

 [ ]  Yes [ ]  No [ ]  N/A

## Application Inventory

The AIMS Team Lead must be provided with all information necessary to update the CAMP Application Inventory.

All TABS in the Application Inventory should be reviewed to ensure the data reflected is correct.

The Application Status must reflect an ‘Active’ status. The Service Desk Group must reflect the correct AIMS Support Group that will be providing ongoing support for the application. The application must reflect all associated servers and databases that are linked to the application.

**Application Inventory updated**:

 [ ]  Yes [ ]  No [ ]  N/A

## Database Inventory

The Database Team Lead must be provided with all information necessary to update the CAMP Database Inventory.

All TABS in the Database Inventory should be reviewed to ensure the data reflected is correct.

The Database Status must reflect an ‘Active’ status. The database must identify all associated applications.

**Database Inventory updated**:

 [ ]  Yes [ ]  No [ ]  N/A

## Contracts and Renewals

The Corporate Services & Projects Delivery Manager must ensure that the Contracts and Renewal Tracking (CART) section in CAMP is updated with any Software \ Hardware Contracts or Licence Renewals obtained during the life of the project.

All TABS in the CART section should be reviewed to ensure the data reflected is correct.

**Contracts and Renewals Updated**:

 [ ]  Yes [ ]  No [ ]  N/A

# Software Patching & Supportability

Is software patched to the latest version at Go Live?

 [ ]  Yes [ ]  No [ ]  N/A

Is the software at Go Live supportable for the next two years?

 [ ]  Yes [ ]  No [ ]  N/A

 Is the Supportability Matrix and the DAD been updated?

 [ ]  Yes [ ]  No [ ]  N/A

# Release of Hardware &/or Software

All hardware and software assigned to the project must be released back to the appropriate support branch or back to the Client. Please complete the tables below to verify release of hardware and software.

| Item | Description | Release Date |
| --- | --- | --- |
| Hardware |  | << YYYY-MM-DD >>  |
| Software |  | << YYYY-MM-DD >>  |
| Server Space |  | << YYYY-MM-DD >>  |

Table 3: OCIO Hardware and Software

## Client Supplied Items

| Item Description | Return Date |
| --- | --- |
|  | << YYYY-MM-DD >>  |
|  | << YYYY-MM-DD >>  |

Table 4: Client Supplied Items

# Project Team Access

Corporate Services & Projects requires that the Project Team’s application / server access for all environments be terminated at the start of the Transition Period and transferred to Application & Information Management Services / Operations & Security unless otherwise specified in the transition agreement. However, all access must be turned over on hand over at the end of the transition period. For each project related environment, confirm the Project Team’s (including OCIO assigned project resources) application / server access has been terminated and transferred to Application & Information Management Services / Operations & Security. For any “No” response, please explain the exception.

| **Environment** | **Access Removed** | **Transitioned To** |
| --- | --- | --- |
| **Development** | [ ]  N/A [ ]  Yes [ ]  No | [ ]  N/A [ ]  AS [ ]  Ops |
| **Testing / Staging** | [ ]  N/A [ ]  Yes [ ]  No | [ ]  N/A [ ]  AS [ ]  Ops |
| **Production** | [ ]  N/A [ ]  Yes [ ]  No | [ ]  N/A [ ]  AS [ ]  Ops |

Table 5: Project Team Access

# Copy of Production Data

The project manager is responsible to ensure each copy of production data obtained throughout the project is securely disposed on or before project closure. For each “Copy of Production Data” deleted, please email the SD Change Coordinator @ ADChange@gov.nl.ca to have the “Copy of Production Data” ticket closed.

List below all sources of production data obtained during the project and confirm if the production copy has been securely removed. For any “No” response, please explain the exception.

| Application Number – Application Name | Database Name | Production Data Securely Removed |
| --- | --- | --- |
|  |   | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No |
|  |  | [ ]  Yes [ ]  No |

Table 6: Copy of Production Data

The Delivery Manager is responsible to ensure all “Copies of Production Data” for the project have been deleted. For confirmation, please email the SD Change Coordinator @ ADChange@gov.nl.ca.

# Project Archival List

A list of all documents related to the project this stored in PPM should be included in the closure report. To obtain a list please refer to the document “*Creating a Project Deliverable Report”* in PPM in the PPM Knowledge Store. Embed the report text file here. See instructions below to embed file.

<< To insert the text file:

* From the **Insert** Menu, click **Object**;
* Select the **Create from File** tab and use the **Browse** button to locate the document, select Ok;
* Check the **Display as icon** checkbox; and
* Click **OK** and the text file object will be inserted directly into this Word document. >>

# Re-Usable Components/Tools Developed

Please list any re-usable components or tools developed in the table below.

| # | Re-usable Component / Tools Name Description | File Name |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Table 7: Re-usable Components/Tools Developed

# Project Value/Benefits

Provide a summary of the value/benefits of this project to Government, the Client Department, and / or the OCIO and indicate whether they have already been realized or will be realized in the future.

| # | Value/Benefit | Realized / Future |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

Table 8: Project Value / Benefits

# Lessons Learned

Include any technical, managerial lessons learned, preventative measures for issues faced, and aspects that had a positive impact on the success of the project.

| # | Description / Explanation of Lesson Learned |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

Table 9: Lessons Learned

# Best Practices

Identify any innovative methods, techniques, processes developed or used for improving product quality, productivity, and cycle time, or any other best practices used on the project.

| # | Description of Best Practice |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

Table 10: Best Practices

# Project Closure Audit

As part of the closure process, the project manager should engage the Project Management Office (PMO) to conduct a project audit on all deliverables as required by the SDLC. A copy of the audit report will be included as an Appendix to this report.

**Project audit complete:**  [ ]  Yes [ ]  No

<< If no, then please explain why. >>

# Handover Approvals

In this section, the Managers’ signatures are those as identified in the PID.

## Application & Information Management Services Acceptance

For projects where ongoing support of an application is required by the OCIO, this section should be completed. If there is no handover of support to Application & Information Management Services, indicate N/A in the comments.

The Application & Information Management Services Manager’s signature on this form signifies acceptance of responsibility for the support of the application delivered by this project.

|  |  |  |  |
| --- | --- | --- | --- |
| Manager of Application & Information Management Services |  |  | (YYYY-MM-DD) |
| (name) | (signature) | (date) |
| Comments: << Insert comments or additional information here if required. >> |

Table 11: Manager of Application & Information Management Services Approval

## Operations & Security Acceptance

For projects where ongoing support of infrastructure is required by the OCIO, this section should be completed. If there is no handover of support to Operations & Security, indicate N/A in the comments.

The Operation & Security Manager’s signature on this form signifies acceptance of responsibility for the support of the infrastructure delivered by this project.

|  |  |  |  |
| --- | --- | --- | --- |
| Manager of Operations & Security |  |  | (YYYY-MM-DD) |
| (name) | (signature) | (date) |
| Comments: << Insert comments or additional information here if required. >> |

Table 12: Manager of Operations & Security Approval

# Appendix – Project Audit

<< Include project audit here. >>