**Project Closeout Report**

**General Information**

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| --- | --- | --- | --- |
| Project Title: | PMGT 690 Project Management Capstone | Prepared By: | Marc C. McCune |
| Date Prepared:  | March 09, 2013 | Version: | 1.0 |

**B. Performance Baseline**

Document how the project performed against each Success Measurement defined in the Project Charter. Explain any variance in the comments section below.

|  |  |  |
| --- | --- | --- |
| **Success Measurement Description** | **Initial Target for Metric** | **Actual Value for Metric** |
| Complete WBS 1 to 9 | Weekly assignment | Complete through WBS 7 |
| WBS 4.1 Professional Ethics Essay | February 10, 2013 | February 10, 2013 |
| WBS 5.1 - Submit Annotated Bibliography | February 17, 2013 | February 17, 2013 |
| Complete eportfolio | March 10, 2013 | March 10, 2013 |

Comments:

|  |
| --- |
| This report prepared in advance of project completion. |

Cost

This list consist of the costs for Embry-Riddle Aeronautical University - PMGT 690 Project Management Capstone project.



**D. Project Documentation**

Archived project documentation and where they are stored.

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| --- | --- | --- |
| **Document** | **Media Used** | Storage Location |
| Complete WBS 1 to 9 | Electronic | Local disc and USB |
| WBS 4.1 Professional Ethics Essay | Electronic | Local disc and USB |
| WBS 5.1 - Submit Annotated Bibliography | Electronic | Local disc and USB |
| Complete eportfolio | Electronic | foliotek.com |

**E. Lessons Learned**

Lessons learned from the project and the recommended corrective actions that should be taken for future projects.

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| --- | --- |
| **Statement of Problem** | **Recommended Corrective Actions** |
| Previous papers APA problems | Have an APA course at the introductory portion of the curriculum. |
| Previous course content inconsistent with project objectives | Have homework from curriculum align with satisfying PMGT 690 Capstone. |
| Learning curve for foliotek | Initiate portfolio at the beginning of the PMGT series classes, (maybe option due to cost, student could bear cost). |
| File management, (artifacts) | Establish a well-defined file naming convention and revision identification. |
| File management, (portfolio) | Develop a matrix that allows review of artifacts to correlate with PMBOK knowledge areas. |
| Difficult to work internet portfolio files and hard disc artifacts at the same time. | Set up for dual monitors. I did this the second to last weekend before project closure, wish I’d done it sooner. |

**F. Project Close Checklist**

| **Item** | **Status** | **Comments /** **Plan to Resolve** |
| --- | --- | --- |
| 1. | Has the project been evaluated against each performance goal established in the Project Charter? | In Process | Taking time off from work and using weekends |
| 2. | Has the actual cost of the project been tallied and compared to the approved cost baseline? | Yes | Unexpected cost were necessary to complete project and is within 20 percent of baseline. |
| 3. | Have the actual milestone completion dates been compared to the approved project schedule? | Yes | To date milestones are complete with one major milestone in process and not due. |
| 9 | Have the project documents been archived. | Yes | Local disc, USB, and Internet |
| 10. | Has the project close review been conducted and the lessons learned from the project been documented? | Yes | Upon project completion a final review will be accomplished. |

**G. Approvals**

Have the project manager and the project sponsor sign the document to signify the official close of the project.

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| --- | --- | --- |
| **Position / Title** | **Signature / Printed Name / Title** | **Date** |
| Project Manager |  |  |
| Project Sponsor  |  |  |