



Project Closure Checklist

App transfer to 360 platform / Production / 21 Jun 2023

Complete

Score	65.22%	Flagged items	4	Actions	1
Site conducted					Unanswered
Project Name					App transfer to 360 platform
Focus Area					Production
Conducted on (Date and Time)					21.06.2023 14:00 PST
Project Closure Date					30.06.2023
Project Manager (Full Name)					Hanze Bacs

Flagged items & Actions

4 flagged, 1 action

Flagged items

4 flagged, 0 actions

Assessment / Checklist

Have all the stakeholders authorized the project closure?

Not Started

I'll have a meeting with the sponsors tomorrow. Agenda: project closure approval

Assessment / Checklist

All deliverable are accepted and signed off by the client?

Not Started

We still need to finalize the assessments

Assessment / Checklist

All supply contracts and processes are terminated?

Not Started

Waiting for sponsor approval

Assessment / Checklist

Site operations and facilities used for project closed down?

Not Started

Waiting for approval

Other actions

1 action

Assessment / Checklist / Unaddressed Issues / Unaddressed Issues 1

RAG Status

Red

List of Users who encountered the problem:

james@tng.com

jtan@tng.com

karce@tng.com

To Do | Assignee SafetyCulture Staff | Priority Low | Due 28.06.2023 18:38 PST | Created by S
afetyCulture Staff

2 way authentication issue.

Assessment

4 flagged, 1 action, 65.22%

Project Overview

Provide project background and overview

All used apps for production staff will be transferred to single sign-on 360 platform

Budget

\$800.00

Governance

Describe how the project team was able to adhere to governance criteria

Weekly meeting with web developers (project status updates)

Checklist

4 flagged, 1 action, 65.22%

Was an implementation review conducted?

Yes

Are all the project benefits still on track?

Yes

Will there be a closure document?

In Process

I'm still waiting for other teams update. meeting will be held tomorrow

Have all the stakeholders authorized the project closure?

Not Started

I'll have a meeting with the sponsors tomorrow. Agenda: project closure approval

No pending or open issues because of the project?

In Process

Unaddressed Issues

1 action, 0%

Unaddressed Issues 1

1 action, 0%

Risk

Security risk: 2-way authentication problem

RAG Status

Red

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james@tng.com

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karce@tng.com

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2 way authentication issue.

Do you have a list of lessons learned?	Yes
Have adequate arrangements been made for the handover of the new or updated systems/processes?	In Process
Finalizing the handover will be discussed in the meeting	
Has the project budget been finalized?	Yes
Are all the project resources released?	Yes
Have all the post-project activities are complete?	Yes
Handover is complete for all deliverable?	In Process
Still coordinating with web developers regarding user issues.	
All deliverable are accepted and signed off by the client?	Not Started
We still need to finalize the assessments	
Final project status reports are complete ?	In Process
There are still issues that needs to update	
All financial processes and reports are complete ?	Yes
Project review is done?	Yes
Staff performance evaluations and reports completed?	Yes
Staff employment on project terminated (no more work is done on the project)?	Yes
All supply contracts and processes are terminated?	Not Started
Waiting for sponsor approval	
Site operations and facilities used for project closed down?	Not Started
Waiting for approval	
Disposal of all equipment and materials is done?	Yes
Communication: Announcement of completion of a project (internal, external and public relations contacts)?	Yes
Completion of storage for all the project files?	In Process

Overall Performance

Overall Performance 1

Details of baselined scope

Transition to 360 platform with single sign on method

Date of change

21.06.2023

Details of approved change to business requirement

100% of total apps used by production are transferred to 360 platform.

Completion

Recommendations

Finalize the documents needed.

Project Manager (Full Name and Signature)



Hanze Bacs
21.06.2023 18:40 PST
