

# Project Closure Report

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**Project Name:** Digital Photography 101: Beyond the Auto Setting

**Department:** EDUC 683 Spring 2014 Group A

**Focus Area:** Digital photography and DSLR training for novices

**Product/Process:** Full design and development cycle of self-paced e-learning module

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## Prepared By

Document Owner(s)	Project/Organization Role
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## Project Closure Report Version Control

Version	Date	Author	Change Description
1.0	4/28/14	Matt Griffin	Initial Draft
1.1	5/7/14	Matt Griffin	Final Draft

**Note** For standard sections of the Project Closure Report template that have been excluded from the present document, the section headings have been moved to the Project Closure Report Sections Omitted list at the end.

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### Confidential

Group A Project Closure Report  
EDUC 683 Spring 2014

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## 1 PROJECT CLOSURE REPORT PURPOSE

### **Project Closure Report Purpose**

This Project Closure Report is the final document produced for the Digital Photography 101 project and is used by senior management assess the success of the project, identify best practices for future projects, resolve all open issues, and formally close the project.

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## 2 PROJECT CLOSURE REPORT GOALS

### **Project Closure Report 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.

### 3 PROJECT CLOSURE REPORT SUMMARY

#### 3.1 Project Background Overview

##### Project Background Overview

With the popularity of handheld cameras, and apps such as Instagram, many people now consider photography to be a hobby. Digital cameras, and powerful smartphone cameras, makes it possible for an amateur photographer to capture high quality images.

Digital single-lens reflex camera (DSLR) is a type of digital camera that is highly popular among people of all age groups. The camera allows anyone to take high quality pictures comparable to a professional photographer. The DSLR has many components, and in order to use it properly, one needs to understand the basic functionality. This web-based training (WBT) is designed to increase awareness of those functions.

##### *Major Performance Objectives*

- Develop and submit deliverables that meet or exceed the requirements set forth by the instructor.
- Develop and submit all deliverables on-time.
- Develop an online training course on basic photography skills and the functions of a DSLR camera that incorporates the best practices and considerations outlined by the EDUC 683 WBT Design Checklist.

##### *Key Criteria for Success*

- All project team members should be satisfied with each deliverable.
- All project team members should be equally involved and invested in the project.
- All deliverables should meet the requirements and be submitted on time.
- The WBT should incorporate the best practices and considerations outlined by the EDUC 683 WBT Design Checklist.

##### *WBT Terminal Objectives*

- Given the “Digital Photography 101: Beyond the Auto Setting” WBT, the learner should be able to explain how to use shutter, aperture, and ISO to take a correctly exposed photograph with a desired photographic quality.
- Given the “Digital Photography 101: Beyond the Auto Setting” WBT, the learner should be able to explain how to select a focal length to achieve a desired photographic quality.

### 3.2 Project Highlights and Best Practices

#### Project Highlights and Best Practices

##### *Project Highlights*

- All deliverables and milestones were achieved on schedule.
- Team member interaction was frequent, healthy, supportive, and positive throughout the project.
- A supplemental job aid was added to the list of deliverables per the suggestion of the project sponsor.

##### *Best Practices*

- Weekly team check-ins involving all members, regardless of tasks at hand. Even a five minute check-in is important to make sure everyone is on the same page.
- Internal deadlines several weeks ahead of client due dates. This extra time allows for deep QA before each milestone and deliverable.

### 3.3 Project Closure Synopsis

#### Project Closure Synopsis

All project objectives and deliverables have been achieved on-time.



## 4 PROJECT METRICS PERFORMANCE

### 4.1 Milestone and Deliverables Performance

#### Milestones and Deliverables Performance

*Project Management – All milestones and deliverables successfully achieved*

- Topic Identification
- Team Roles
- Project Initiation Charter
- Team Operating Agreement
- Project Plan
- Risk Management Plan
- Weekly Status Reports
- Mid-Project Status Presentation
- Project Closure Report

*Analysis/Research – All milestones and deliverables successfully achieved*

- Key areas of application for training
- Audience needs
- Lesson modules

*Design – All milestones and deliverables successfully achieved*

- Design Document
- Design Prototype

*Development – All milestones and deliverables successfully achieved*

- Storyboard
- Web-based Training

*Implementation – All milestones and deliverables successfully achieved*

- Launched online training
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## 5 PROJECT CLOSURE TASKS

### 5.1 Resource Management

#### Resource Management

File management and sharing was conducted through Google Drive to streamline access between team members and minimize budget impact. All team members maintained separate copies of all utilized software.

As the project progressed, adjustments were made to the allocation of man-power and designees-per-task. Team members were flexible in contributing to additional aspects of the project beyond the originally determined roles. All adjustments in resources were discussed and agreed upon by all team members before changes were finalized.

All intellectual property that was developed will be stored in a shared folder on Google Drive and will remain accessible to all team members in perpetuity.

### 5.2 Issue Management

#### Issue Management

All issues were resolved prior to completion of the project.

### 5.3 Risk Management

#### Risk Management

##### *Project Risks Mitigated*

- Team members missing meetings and check-ins
- Uncertainty around duration of final WBT product
- Loss of team member due to departure from course

##### *Outstanding Project Risks*

- None

## 5.4 Quality Management

### Quality Management

Quality assurance was embedded in to every step of the project. The quality management process included:

- Abiding by internal due dates that were set several weeks earlier than deliverable due dates. This built extra revision time and flexibility in to the process.
- Individual review of each project deliverable by all members of the team regardless of designated roles.
- Collaborative team review of each project deliverable, sometimes multiple times per item, before submission.
- Provided rubrics, templates, and expectations, as set by the client, were used during the creation and revision of all deliverables.
- The team also set internal standards of quality for each deliverable prior to their creation.

## 5.5 Communication Management

### Communication Management

- Google Drive was used to store all project documents, both in draft and final form. Final submitted documentation were posted on Blackboard, and were mirrored on Google Drive.
- All documents on Drive were viewable and editable by all project team members.
- Meeting agendas were emailed to project team members by the Project Manager at least 24 hours prior to each meeting.
- A copy of each agenda was maintained on Drive.
- Meeting minutes were maintained on Drive and accessible by all team members.
- All communication between team members were open and courteous.
- Team members kept each other informed on all issues and documents.
- Team members made all document comments directly on files within Google Drive. In addition to team discussions, document comments were used to guide team communication, editing, and decision making.

This communication process was determined through the team operating agreement. The process proved to be very successful and no revisions were made through the duration of the project.



## 5.6 Customer Expectation Management

### Customer Expectation Management

The team met all deadlines as determined by the customer. Whenever features, requirements, and/or templates were specified by the customer they were utilized by the team.

By explicitly abiding by the expectations of the customer the team was able to obtain full approval on all deliverables and milestones.

Customer expectations were very clear and did not vary as the project progressed, making it easier for team members to ensure the work aligned with the customer's needs.

## 5.7 Lessons Learned

### Lessons Learned

- Weekly team meetings involving all members ensured consistency and connectivity of all parallel work streams.
- Constantly referring back to the project plan, design document, and storyboard every step of the way ensured proper pacing and alignment

## 5.8 Postproject Tasks

### Postproject Tasks

There are no outstanding project tasks.

## 5.9 Project Closure Recommendations

### Project Closure Recommendations

- Obtain project closure approval from the Project Sponsor including documented verification that the project has fulfilled all requirements.
- Ensure that all project assets and intellectual property are catalogued and archived properly for future use and reference.

## 6 PROJECT CLOSURE REPORT APPROVALS

Prepared By *Matthew Griffin*  
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Approval Date *5/7/14*

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## **7 APPENDICES**

### **7.1 Project Closure Report Sections Omitted**

- Project Metrics Performance
    - Goals and Objectives Performance
    - Success Criteria Performance
    - Schedule Performance
    - Budget Performance
    - Metrics Performance Recommendations
  - Project Closure Tasks
    - Asset Management
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