

Project Closeout Report

Cost Data Integrity Project

VERSION: 1.0

REVISION DATE: February 22, 2008

Approval of the Project Closeout Report indicates an understanding that this project is now considered closed by the Project Team, its sponsors and the IT Governance Council within the Office of Information and Technology.

Approver Name	Title	Signature	Date
Matt H. Evans	Project Manager		
Marshall Burley	Director, Program Management Office		
William F. Supple	IT Process Board		

Section 1. General Information

Project Name			Date
Cost Data Integrity			February 22, 2008
Organizational Unit			
Program Management Office – Office of Information and Technology			
Project Manager	Phone	Email	Fax
Matt H. Evans	877-807-8756	matt@exinfmt.com	

Section 2. Goals / Objectives / Expectations of Project

Describe specific goals and objectives of this project. For each, indicate if the project was successful in meeting the goal or objective.

Item	Project Goal or Objective	Met?
2.1	Reduce the error rates associated with timesheet submissions which in turn is distorting actual costs reported in the Project Management System.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.2	Reduce the error rates associated with vendor invoices which in turn is distorting actual costs reported in the Project Management System.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Section 3. Project Risks and Issues

Indicate if any risk per the Risk Management Plan occurred and turned into an issue. Describe how the issue was resolved or indicate if the issue is still open.

Item	Risk per Project Plan	Open Issue
3.1	Scope Creep – Requirements may change during the course of the project, such as System Requirements for PMS. Final Disposition > Never occurred, high level functional requirements were described and turned over to the PMO to pursue.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.2	Access to PMS and FMS Records – In order for this project to be successful, it was critical to have quick access to both PMS data and FMS data. Final Disposition > Thanks to high level sponsorship of this project, these obstacles never occurred. System Administrators were more than helpful in providing all of the data requests submitted by the project team.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.3	Team Resources – There was an initial concern that project staff would not be available to take on all of the tasks associated with this project. Final Disposition > This never materialized despite the fact that the staff was pulled off the project several times. The Project Manager was able to meet the project schedule primarily due to the straight forward solutions needed to re-engineer the processes.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3.4	Bad Data – There was a risk that the data that was received from both PMS and FMS would contain errors. Final Disposition > There were inconsistencies in how the data was entered; especially invoice numbers. However, overall the project team did not detect coding errors, missing data or other types of errors in the source data.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Item	Risk per Project Plan	Open Issue
3.5	Implementing Solutions – There is an overall risk that changes to procedures would be difficult to implement. This would include additional work on project teams regarding new control procedures. Final Disposition > Based on the four major projects tested, there were no major difficulties with meeting the new requirements.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Section 4. Project Quality

List out major work products / deliverables for this project and indicate what quality control review took place and if the review was approved

Item	Risk per Project Plan	Reviewer Name	Approved
4.1	Critical to Quality Characteristics / Operating Definitions	John Desanto	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.2	Sampling Plan / Procedures	PMO	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.3	Measurement Systems Analysis	John Desanto and PMO	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.4	Root Cause Analysis	IT Process Board and PMO	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.5	Proposed Solutions	IT Process Board and PMO	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4.6	Trend Charts / Control Plans	IT Process Board and PMO	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Section 5. Project Costs and Schedule

Using Earned Value Management, what was the final project performance in terms of costs and schedule?

EMV Parameter	Value	Comments
Actual Cost	\$ 364,000	As of 2/15/08 – about \$ 5,000 more expected
Planned Value	\$ 480,000	As of 2/15/08 – where we expected to be
Earned Value	\$ 510,000	As of 2/15/08 – where we are at
Cost Performance Index	1.40	Project required significantly less resources to complete
Schedule Performance Index	1.06	Solutions were relatively easy to develop and implement
Note: The original project schedule was re-baselined in December 2007 when government personnel assigned to the project were released from the project; reduction in scope.		

Section 6. Resources Deployed and Released

List the resources used during the course of this project and indicate if they have been transferred, reassigned, terminated or planned disposition including effective date.

Resource	Resource Disposition	Effective Date
Matt H. Evans – Project Manager	Released to other tasks within the PMO	3/3/08
Sherry Minzer – Analyst	Released back to OIT Job	1/11/08
Robert Bowers – Senior Consultant	Released off the Task Order	2/15/08
Jamin Musului – Senior Analyst	Released back to OIT Job	1/11/08

Section 7. Project Files

Indicate the location of various artifacts created by this project. This would include all work products, deliverables, minutes, memo's and all information that would enable someone else to start this project back up with relative ease.

Work Product / File Name	Location	Point of Contact
All project files are centrally located on the Network Shared Drive for OIT > PMO > Special Projects > Cost Data Integrity Project	S Drive for OIT > PMO > Special Projects > Cost Data Integrity Project	PMO

Section 8. Project Lessons Learned

Identify lessons learned specifically for the project. State the lessons learned in terms of a problem (issue). Describe the problem and include any project documentation references (e.g., Project Plan, Issues Log) that provide additional details. Identify recommended improvements to correct a similar problem in the future.

Problem or Issue	References	Recommended Changes
Project came in way under budget – not nearly as complicated as anticipated	EVM Metrics	Re-baseline project and budget earlier and possibly do not force Six Sigma approach when solutions are fairly straight forward.

Section 9. Post-Implementation Plans

Identify plans for completing post-implementation activities after project closeout.

Action	Planned Date	Assigned To	Frequency
Standard Operating Procedures, Training, and Desk Side Support will be needed for the next seven months.	3/08 to 9/08	Program Management Office	As Needed
Control Chart Tracking should continue to monitor progress and ensure that all projects comply.	3/08 to 9/08	Program Management Office	Monthly

Section 10. Open Issues

Describe any open issues and plans for resolution within the context of project closeout.

Issue	Planned Resolution
Over 10 different projects have not been included in any real post implementation work as of 2/22/08.	The PMO is charged with making sure all remaining projects become compliant with new control procedures.