



## Project Closeout Report

# Secure Wireless Campus Project IT071001

Version: 1.0      Revision Date: September 20, 2007

Approval of the Project Closeout Report indicates an understanding and formal agreement that the project is ready to be closed. By signing this document, each individual agrees all administrative, financial, and logistical aspects of the project should be concluded, executed, and documented as described herein.

Approver Name	Title	Signature	Date
Arne Sastrup	Computer Operations Manager	- Signed -	9/20/2007
William Mosher	Project Management Professional	- Signed -	9/20/2007

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## Section 1. General Information

Project Name	Date
Secure Wireless Campus	August 8, 2007

Agency	Date
Alamo Community College District	August 8, 2007

Contact	Phone	Email	Fax
Arne Saustrup	(210) 220-1551	Saustrup@accd.edu	(210) 220-1532

## Section 2. Final Product and/or Service Acceptance Checklist

The table below represents final product and/or service acceptance. It is in the form of a checklist. Any “no” response must be included as an issue in Open Issues section.

Item	Project Name	Response
2.1	Was the product ready to be deployed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.2	Do you agree the product and/or service has sufficiently met the stated business goals and objectives?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.3	Do you fully understand and agree to accept all operational requirements, operational risk, maintenance costs, and other limitations and/or constraints imposed as a result of on going operations of the product and/or service?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2.4	Do you agree the project should be closed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

## Section 3. Project Artifacts Checklist

The table below provides a checklist of key project artifacts. Any “no” response requires an issue in Open Issues section.

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Item	Project Name	Response
3.1	Have project documentation and other items (e.g., Project Plan, Code, Financial records, status reports, memos) been prepared, collected, archived, and/or disposed?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.2	Have project documentation and other items (e.g., Original contract, contract amendments, administrative files) been prepared, collected, archived, and/or disposed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
3.3	Are storage locations for all items not maintained within the project notebook known	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name	Storage Location
	Wireless Controller Configuration	Omni Vista Server
	Configuration Backups	Network\wireless\backups\ campus sub folder
3.4	Verify that final project delivery data for the project is attached or storage location is identified in 3.3	
	Project Charter	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Project Work Plan & Schedule	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Project Communication Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Project Test Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Project Test Results	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### Section 4. Resources

The following table provided a listing of specific resources used the project. The table identifies the plan for each resource (e.g., transfer, reassignment, contract termination) and the date the plan will become effective.

Resource	Resource Disposition	Effective Date
Arne Saustrup	Return to operations	August 31, 2007
Danita Vaughns	Return to operations	August 31, 2006
David Babbitt	Return to operations	August 31, 2007
Jeff Tiltel	Off Contract	December 18, 2006
John Childers	Return to operations	August 31, 2007
Jose Monsivais	Return to operations	August 31, 2006
Julio Gallegos	Return to operations	August 31, 2006
Robert Puente	Returned to operations	August 31, 2007
William Mosher	Return to operations	August 31, 2007

## Section 5. Project Lessons Learned

The following lessons learned were identified on this project.

1. More personnel staffing on this project would have improved its delivery. Adhoc needs should have transitioned to more dedicated resources.
2. Facilities were unable to provide floor plans to selected buildings. It is important to note that facilities never had floors plans to these buildings. It is just not cost effective to reinvent this wheel. Without floor plans, the tool was not able to predict placement of Access Point. Requiring team members to physically assess best placement.
3. There was an evolving nature to the project. There was a user desire to address special needs areas with wireless. Articulation of finite project scope in presentations early in the project would have resolved this challenge.

## Section 6. Open Issues

The following open issues and their plans for resolution within the context of project closeout are provided below.

Issue	Planned Resolution

## Section 7. Revision History

The following document changes have been identified:

<b>Version</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>
0.1	Nov 14, 2006	W Mosher	Initial Template Release
0.2	Mar 06, 2007	W Mosher	ACCD to Alamo Community Colleges
0.3	Aug 08, 2007	W Mosher	Initial Draft Project Closeout Report
1.0	Sep 20, 2007	W Mosher	Project Closeout Report