



INFORMATION  
SERVICES

## Programme Management Office

# Project closure form

<b>Project or Work Plan title:</b>	Student Communication
<b>Document owner:</b>	Tracey Roche

### Document Control

Date	Version	Changed by	Reasons for Change
1 <sup>st</sup> April 2011	v0.1	Tracey Roche	Initial
22 <sup>nd</sup> June 2011	V 0.2	D O'Reilly	Final Review

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<b>Project Name/ID</b>	Student Communication	<b>Reporting Period</b>	2010/2011
<b>Date</b>	1 <sup>st</sup> April 2011	<b>Report Prepared By</b>	Tracey Roche

**REVIEW – Review of Project against original Project Proposal**

Selection of 'no-fee' student email system. Implementation now scheduled for student for September 2011.

Cost/Schedule Overview	BUDGET		SCHEDULE	
	Original Forecast	Actual Spent	Original Completion Date	Actual Date Completed

**OUTSTANDING – Deliverables or Activities that are still outstanding**

No deliverables outstanding.

**KEY DELIVERABLES/PRODUCTS – Outcomes and Quality**

Identifier	Deliverable	Summary of outcome and quality statistics
1	Selection of 'no-fee' student email service	Provider selected.

**CHANGES & BENEFITS – Summary of key changes,**

**POST PROJECT REVIEW – Framework for Post Project Review (forecast date, key measures, etc.)**

**FUTURE WORK – Identify any future work worth considering and the options for doing it**

Put service into production.

**LESSONS LEARNT – What went well, what went badly, what was lacking and assessment of any tools**

Good process with involvement and interaction with evaluation team. Time to evaluate contract details underestimated – assumed that as other colleges had signed similar that this process would be short.

Site Visits with other colleges and summary findings documented. Remains challenging to communicate outside of IT that resources are required to administer this service to students.

Current policy for student account start/finish dates ie Identity Management will need to be fully implemented.