

MANAGE PROJECT CLOSURE

UNIT CODE: BUS/OS/PM/CR/06/5/A

UNIT DESCRIPTION

This unit covers the competencies required to manage project closure. It involves, planning for project closure review meeting, completing documentation and signing off, reviewing project sustainability ,releasing resources, archiving project documents, preparing project closure reports, preparing project transition and celebrating success.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Plan for Project Closure Review Meeting	1.1 Develop checklist for review as per Project requirements 1.2 Invite key stakeholders for review process as per stakeholder register 1.3 Conduct meeting as per organizational operating procedures 1.4 Document lessons learned as per project implementation
2. Complete documentation and Signoff	2.1 Review completion of requirements as per requirements traceability matrix 2.2 Ensure all invoices have been paid up as per contractual obligations 2.3 Document discrepancies to be addressed in the next phase or in claims administration as per organization operating procedures and contractual obligations 2.4 Capture the value for project management as per organization operating procedures
3. Review project sustainability	3.1 Project <i>Sustainability measures</i> are reviewed as per benefits realization plan 3.2 Perform benefits assessment as per project business case 3.3 Develop business cases and potential initiation of new projects to respond to operational issues as per organization strategy 3.4 Perform value analysis and document value for money as per business case
4. Release Resources	4.1 Develop checklist for releasing resources as per project schedule and contractual obligations 4.2 Project team is disengaged according to labour laws 4.3 project assets are disposed as per <i>procurement and disposal procedures</i> 4.4 Ensure signoff for resources release and file evidence as per organization procedure
5. Archive Project	5.1 Define the documents to be archived as per project

Documents	<p>requirements and Organization standard procedures</p> <p>5.2 Establish archive location and format as per document requirements</p> <p>5.3 Catalog information to be archived as per organization standard procedures</p> <p>5.4 Share link to document archival to relevant stakeholders as per operating procedures</p>
6. Prepare project closure reports	<p>6.1 Project financial reports are prepared (budget close-out)</p> <p>6.2 Project narrative reports are prepared</p> <p>6.3 Project closure reports is submitted to management and stakeholders</p>
7. Prepare project transition	<p>7.1 Define how changes to the business units and new environment will be implemented as per project requirements and organization operating procedures</p> <p>7.2 Define maintenance and support requirements and how they will be achieved as per operational requirements</p> <p>7.3 Document intellectual property and copyrights as organization procedures</p> <p>7.4 Develop SLAs as per KPIs and Underpinning contracts</p> <p>7.5 Handover project as per set organization operating procedures</p>
8. Celebrate Success	<p>8.1 Prepare a bash for the project team members as per organization operating procedures</p> <p>8.2 Communicate value of project management to key stakeholders as per organization operating procedures</p> <p>8.3 Reward project team as per organization operating procedures</p>

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Sustainability Measures may include but not limited to:	<ul style="list-style-type: none"> • Community engagement/ participation • Community associations • Member contributions • Charging of levies/ fees • Fundraising
2. Procurement and disposal procedures may include but not limited to:	<ul style="list-style-type: none"> • Public procurement and regulations authority (PPRA) • Public procurement and disposal act • Organizational policies on procurement and disposal

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Problem solving skills
- Interpersonal skills
- Decision making skills
- Report writing
- Time management skills
- Communication
- Analytical skills
- Basic ICT
- Data collection
- Planning and organizing

Required Knowledge

The individual needs to demonstrate knowledge of:

- Environmental conservation
- Conflict resolution
- Community mobilization and engagement
- Identifying and documenting lessons learnt
- Report writing

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Reviewed project sustainability plan 1.2 Handed over the project to users 1.3 Collected lessons learnt 1.4 Decommissioned project site 1.5 Prepared project closure report
1. Resource implications	2.1 Computers 2.2 Telecommunication equipment 2.3 Stationery
2. Methods of	Competency in this unit may be assessed through:

assessment	<ul style="list-style-type: none"> 3.1 Written tests 3.2 Interviews 3.3 Third party reports
3. Context of Assessment	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
4. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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