

## PROJECT CLOSURE

**UNIT CODE:** BUS/CU/PM/CR/09/6/A

### Relationship to Occupational Standards

This unit addresses the unit of competency: Manage project closure

**Duration of Unit:** 100 hours

### 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.

### Summary of Learning Outcomes

1. Plan for Project Closure Review Meeting
2. Complete documentation and Signoff
3. Review project sustainability
4. Release Resources
5. Archive Project Documents
6. Prepare project closure reports
7. Prepare project transition
8. Celebrate Success

### Learning Outcomes, Content and Methods of Assessment

Learning Outcome	Content	Methods of Assessment
1. Plan for project closure review meeting	<ul style="list-style-type: none"><li>• Project closure requirements</li><li>• Types of meetings</li><li>• Methods of documentation of lessons learnt</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• Oral questioning</li><li>• Written tests</li></ul>
2. Complete documentation and signoff	<ul style="list-style-type: none"><li>• Documents required for project closure</li><li>• Verification of closure documents</li><li>• Handling claims and</li></ul>	<ul style="list-style-type: none"><li>• Oral questioning</li><li>• Written tests</li><li>•</li></ul>

	discrepanciess(delete 1.8 in os)	
3. Review project sustainability plan	<ul style="list-style-type: none"> <li>• Meaning of sustainability plan</li> <li>• Components of a sustainability plan</li> <li>• Format of a sustainability plan</li> <li>• Preparation of a sustainability plan</li> <li>• Application/ implementation of sustainability plan(exchange 2.3 and 2.4 in os)</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questioning</li> <li>• Written tests</li> <li>•</li> </ul>
4. Release project resources	<ul style="list-style-type: none"> <li>• Procedures for releasing project resources</li> <li>• Asset management procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questioning</li> <li>• Written tests</li> <li>•</li> </ul>
5. Archive project documents	<ul style="list-style-type: none"> <li>• Record retention and data protection requirements</li> <li>• Core documents to be archeived</li> <li>• Methods of document archival</li> <li>• Access rights and user privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questioning</li> <li>• Written tests</li> </ul>
6. Prepare project closure reports	<ul style="list-style-type: none"> <li>• Format of project closure report</li> <li>• Components of project closure report</li> <li>• Methods of dissemination of project closure report</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questioning</li> <li>• Written tests</li> </ul>
7. Prepare project transition	<ul style="list-style-type: none"> <li>• Transition plan</li> <li>• maintainance and support requirment plan <ul style="list-style-type: none"> <li>✓ Service level agreement</li> <li>✓ Key performance indicators</li> <li>✓ Underpinning contract</li> </ul> </li> <li>• Patent</li> <li>• Copyright</li> <li>• intelluctual property</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questioning</li> <li>• Written tests</li> <li>•</li> </ul>
8. Debrief project team	<ul style="list-style-type: none"> <li>• Methods of debriefing project team</li> <li>• Benefits of debriefing project</li> </ul>	<ul style="list-style-type: none"> <li>• Oral questioning</li> <li>• Written tests</li> <li>•</li> </ul>

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### **Suggested Methods of Instruction**

- Instructor led facilitation of theory
- Demonstration by trainer
- Group discussion
- Field trips
- Viewing of related videos and models
- Dual training

### **Recommended Resources**

- Computers
- Projectors
- Communication devices
- Recorders
- Internet
- Cameras
- Stationery
- Transport means
- Meeting venues

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