Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Conduct project closure with respect to project communications
2. Code	ITSWPM518A
3. Range	Conduct project closure with respect to project communications [Project Management - Project Communications Management]
4. Level	5
5. Credit	2
6. Competency	<table><tr><td colspan="2">Performance Requirement</td></tr><tr><td>6.1 Identify the criteria of project closure</td><td>Be able to ▪ comprehend the criteria of project closure from document ▪ locate the key stakeholders (e.g. sponsors, business users/customers, vendors, and suppliers) responsible for the project ▪ identify inputs to a phase and output requirements</td></tr><tr><td>6.2 Conduct Administrative Closeout</td><td>Be able to ▪ define and implement closure at the end phase of the project by collecting all project records, documenting the degree to which each project phase was properly closed after its completion, and verifying all project results in preparation for formal acceptance ▪ document performance measures resulting from performance reviews, as well as variance, trend, and earned value analyses ▪ document the final project scope ▪ perform final appraisal reviews of team members ▪ archive relevant project documentation</td></tr><tr><td>6.3 Properly conclude the project</td><td>Be able to ▪ review final specifications, and analyse project success and effectiveness ▪ document lessons learned ▪ formalise the acceptance or sign-off the product by the sponsor, client, or customer</td></tr></table>
7. Assessment Criteria	The integrated outcome requirements of UoCs are the abilities to: (i) review any communication issue at project closure; and (ii) document lesson learnt and update communication plan for future adoption.
Remark	Co-Requisites: ITSWPM606A, ITSWPM608A, ITSWPM505A, ITSWPM612A, ITSWPM616A, ITSWPM620A