

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

1. Title	Conduct contract closeout	
2. Code	ITSWPM526A	
3. Range	Conduct contract closure in an outsourced project [Project Management – Project Procurement and Contract Management]	
4. Level	5	
5. Credit	5	
6. Competency		<p>Performance Requirement</p> <p>6.1 Have knowledge on the contract administration</p> <p>Be able to incorporate administrative closeout into contract closeout process</p> <p>6.2 Complete contract documentation</p> <p>Be able to check all documentation are completed:</p> <ul style="list-style-type: none"> ▪ the contract itself ▪ supporting schedules ▪ requested and approved contract changes ▪ any seller-developed technical documentation ▪ seller performance reports ▪ financial documents such as invoices and payment records ▪ results of any contract-related inspections <p>6.3 Stock take deliverables</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ verify the completion of all deliverables related to the contract (see remark) ▪ identify any outstanding items from, for example, an enhancement list <p>6.4 Provide formal acceptance and closure to sellers</p> <p>Be able to execute a confirmation on the requirements for formal acceptance and closure as defined in the contract and arrange to provide the seller with formal written notice on contract completion from the contract administration</p> <p>6.5 Perform a “lessons learned” analysis professionally</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ perform a structure procurement audit review on the procurement process from procurement planning through contract administration ▪ identify successes and failures that warrant transfer to other procurement items on the developing project or to other projects within the performing organization
7. Assessment Criteria	<p>The integrated outcome requirements of this UoCs are the abilities to:</p> <p>(i) conduct a formal acceptance and contract closeout procedure as defined in the contract; and</p> <p>(ii) carry out a structure procurement audit review for transferring the experience to other projects.</p>	
Remark	Examples of deliverables are source codes, handover list or user training.	