

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

1. Title	Conduct project closure with regard to project scope	
2. Code	ITSWPM608A	
3. Range	Conduct project closure and administrative tasks in relation to project scope management [Project Management – Project Scope Management]	
4. Level	6	
5. Credit	3	
6. Competency		<p style="text-align: center;"><u>Performance Requirement</u></p> <p>6.1 Have knowledge in concepts for project closures</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ understand schedule variance and cost variance ▪ interpret the variance and performance index for schedule and cost <p>6.2 Analyse scope variances and the chosen corrective actions</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ identify different variances in project scope ▪ identify causes of variances in project scope ▪ list all corrective actions implemented ▪ justify the rationale behind corrective actions chosen through scope change control <p>6.3 Archive lessons learnt</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ determine the lessons learnt with regard to scope ▪ document the lessons learnt <p>6.4 Conduct reviews</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ review based on context, process description, responsibilities and information needs ▪ perform post-mortem analysis ▪ archive all relevant project data, lessons learnt and post-mortem analysis in organization's project database <p>6.5 Conduct project closure with regard to scope professionally</p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ ensure both administrative and contract closure if applicable ▪ manage the closure according to organization's policies and guidelines and regulatory requirements if any
7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to review the stages in project scope with focus on: (i) scope variance and corrective action analysis; (ii) lessons learnt; and (iii) post-project review.	
Remark	Co-Requisites: ITSWPM606A, ITSWPM505A, ITSWPM612A, ITSWPM615A, ITSWPM518A, ITSWPM620A	