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 team
2. Code	ITSWPM616A
3. Range	Conduct project closure with respect to project team [Project Management – Project Human Resources Management]
4. Level	6
5. Credit	2
6. Competency	<table><tr><td>6.1 Have knowledge on project closure processes</td><td>Performance Requirement Be able to - understand the processes of resource utilization review - understand the activities for archiving information and transition </td></tr><tr><td>6.2 Review resource utilization</td><td>Be able to - review planned and actual project resources utilized at project closure - track and report the differences </td></tr><tr><td>6.3 Document project data and lessons learnt</td><td>Be able to - document causes of events that leads to changes - list types of changes introduced - explain reasons to select specific corrective actions </td></tr><tr><td>6.4 Provide feedback to improve future organizational projects</td><td>Be able to - classify change causes for further analysis - update resources estimation factors as feedback for future projects </td></tr><tr><td>6.5 Conduct transition activities professionally</td><td>Be able to - implement transition activities to empower local champions for continuous operations and maintenance according to organizational procedures and guidelines - execute transition activities to return resources to parent organization according to organizational policies </td></tr></table>
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) conduct key resources review and documentations; and (ii) implement transition activities to release resources.
Remark	