

Unit of Competency

Functional Area: Operations Management

Title	Manage project closure
Code	105288L4
Range	This unit of competency is applicable to practitioners in the import and export industry to deliver final products to clients, and manage the closure of projects.
Level	4
Credit	5 (for reference only)
Competency	<p>Performance Requirement</p> <p>1. Possess knowledge of project management</p> <ul style="list-style-type: none"> • Apply range of skills to implement closure processes • Employ a range of skills to prepare final project report <p>2.1. Delivery of projects</p> <ul style="list-style-type: none"> • Get delivery acceptance to recognise the final products to clients • Shut down resources and release to new uses • Reassign new tasks to project team members • Settle all bills and close account • Deliver the project to the client <p>2.2. Create final report</p> <ul style="list-style-type: none"> • Provide an executive summary to highlight the project goals, key outcomes, and how the project deliverables meet the project objectives • Provide an review to record the project history, project performance, and lesson learned • Provide recommendation for future improvement in project management • Insert backup data and details of the analysis in the appendix
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of ensuring the effectiveness of project delivery • Capable of reviewing the project outcomes and making improvements
Remark	