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| **PM-13-PS01: Project verification and satisfaction assessment** |

Topic elements to be covered include:

1. Project verification and satisfaction assessment

**Resources:**

|  |  |
| --- | --- |
| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-02, Project Integration Management  KM-02-KT06: Project close out |

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| **PM-13-PS02: Develop project resource demobilisation and termination procedures** |

Topic elements to be covered include:

1. Develop project resource demobilisation and termination procedures

**Resources:**

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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-02, Project Integration Management  KM-02-KT06: Project close out |

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| **PM-13-PS03: Administration and contract closure audit procedure** |

Topic elements to be covered include:

1. Administration and contract closure audit procedure

**Resources:**

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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-02, Project Integration Management  KM-02-KT06: Project close out |

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| **PM-13-PS04: Design a project transfer and handover procedure** |

Topic elements to be covered include:

1. Design a project transfer and handover procedure

**Resources:**

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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-02, Project Integration Management  KM-02-KT06: Project close out |

Answer the reflection questions below and check the observation checklist to make sure you align your answers with the criteria. Please use your own words – if you make use of AI to generate responses, you will be penalised.

1. If you were to hold a Project Close out meeting for the Thompson Towers Project, what would the agenda for that meeting look like? List your agenda points here. Add speaker notes for what you intend to address in each agenda point.

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1. Reflect on the project resource demobilisation and termination procedure for the Thompson Towers Project (200 words)

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1. Reflect on the administration and contract closure audit procedure for the Thompson Towers Project (200 words)

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1. Explain what your project transfer and handover procedure would entail (200 words – this can be a paragraph, bullet points, step-by-step list, or a flow chart).

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**Observation Checklist**

**Check that the following is accomplished:**

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| --- | --- | --- | --- |
| **Item** | | **Checked (Yes=5**  **No=0)** | **Comment: where did you find the evidence?** |
| IAC0101 The answer reflects achievement of final specification, project success, effectiveness and lessons learned | |  |  |
| IAC0201 The project resource demobilisation and termination procedures include completion and settlement of contracts and resolution of any open items | |  |  |
| IAC0301 The procedure design includes performance measurement, makes reference to product documentation and other project records that are required | |  |  |
| IAC0401 The project transfer and handover procedure meets organisational and project requirements | |  |  |
| **Name of member** |  | | |
| **Signature** |  | | |
| **Date** |  | | |
| **Total** | | | **/20** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Facilitator signature** |  | **Date** |  |