



**AMREF INTERNATIONAL TRAINING CENTER**

Qualification Code : 041306T4PMN  
Qualification : Project Management Level 6  
Unit Code : BUS/OS/PM/CR//09/6/A  
Unit of Competency : Manage Project Closure

**WRITTEN ASSESSMENT**

TIME 3 HOURS

**INSTRUCTIONS TO CANDIDATE**

1. You have **THREE** hours to answer all the questions.
2. Marks for each question are indicated in the brackets.
3. The paper consists of **TWO** sections: A and B.
4. Do not write on the question paper.
5. A separate answer booklet will be provided.

**This paper consists of three (3) printed pages.**

**Candidates should check the question paper to ascertain that all the pages are printed as indicated.**

**SECTION: A (40 MARKS)**

*Answer all questions in this section*

1. A project closure report has various components. State **four** types of information that should be contained in a project closure report. (4 Marks)
2. One activity during project closure is to release project resources. Highlight **four** such resources. (4 Marks)
3. During project closure all records should be documented and archived. State **five** types of documents that should be archived. (5 Marks)
4. A project has met the agreed-upon product requirements and is closing. There is time remaining in the schedule and excess budget. The resources are not yet scheduled to move to other projects. Several product champions want to continue adding functionality to the product. Give **four** things the project manager should do. (4 Marks)
5. A project closure meeting is necessary before terminating a project. Identify **four** members who are supposed to attend a project closure meeting. (4 Marks)
6. Organizational process assets are aspects, both physical and knowledge-based, that can be beneficial to a company's work or production. Suggest **four** methods you can use to dispose off assets while closing a project (4 Marks)
7. There are several areas as project manager your focus during the project closure. State **three** main focus areas during the project closure phase. (3 Marks)
8. Identify **four** pillars of project sustainability to consider during the project closure phase. (4 Marks)
9. Explain **two** process of handling claims in a project (4 Marks)
10. State **four** lessons learned in the project undertaking which are reviewed during a project closure meeting (4 Marks)

**SECTION B: (60 MARKS)**

*Answer question 11 and any other TWO questions in this section. Each question is 20 marks*

11. You are nearing the end of a software development project and you are now planning for the implementation of the new applications into live operations. The project executive is very anxious about this project and has asked you to plan for the following. The company has five sites and the project sponsor wants one to Go Live on each of the four days after the main site has implemented. The project sponsor wants to make the decision to Go Live for the first site and then wait one month after Go Live before agreeing to close the project.
- a) Create a checklist of **six** key activities that must be done before project executive can make the decision for the first site to Go Live. (6 Marks)
  - b) List **five** activities that can be done after Go Live and before Project Closure. (5 Marks)
  - c) After Go Live you notice that the Helpdesk is getting an increasing number of calls about problems with the new system. Based on the scenario provide **two** possible explanations for this. (4 Marks)
  - d) People like to feel valued and when they're recognised for their contribution, they'll put the same effort into the next project. List **five** ways the software development project team can be rewarded. (5 Marks)
12. Decommissioning a project requires permanent and official stopping of use and removing from service or usage of the project.
- a) Analyze **five** methods of undertaking this process. (10 Marks)
  - b) Discuss **five** factors associated with project termination (10 Marks)
13. (a) It's worth having project manager take a lead role in celebrating the success of a project. Discuss six roles of project manager during project closure phase. (12 Marks)
- (b) Traceability matrix (RTM) is a tool that helps identify and maintain the status of the project's requirements. Explain **four** uses of requirement traceability matrix in project closure phase. (8 Marks)
14. (a) Successful termination of a project depends upon the appropriate approach that the vendor adopts. Analyze **four** ways of project termination. (8 Marks)
- (b) A formal closing out of a project continues beyond just delivering objectives. It has to follow an administrative, financial, and operations-oriented process. Propose **six** steps involved in project termination process (12 Marks)