

**041306T4PMN**

**PROJECT MANAGEMENT LEVEL 6**

**BUS/OS/PM/CR/09/6/A**

**MANAGE PROJECT CLOSURE**

**July/August 2024**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**WRITTEN ASSESMENT**

**3 HOURS**

**INSTRUCTIONS TO CANDIDATE**

1. This paper consists of two sections; A and B
2. Answer ALL the question as guided in each section
3. Marks for each question are as indicated in the brackets
4. You are provided with a separate answer booklet to answer the questions
5. Do not write in this question paper

**This paper consists of THREE (3) printed pages  
Candidates should check the question paper to ascertain that all pages are printed as  
indicated and that no questions are missing**

**SECTION A (40 MARKS)**

*Answer ALL questions in this section.*

1. Project sustainability plan is a requirement for every project manager implementing a project. State FOUR reasons for preparing project sustainability plan (4 Marks)
2. Project managers are required to conduct value analysis after the completion of the project cycle. Highlight FOUR reasons for conducting value analysis. (4 Marks)
3. Benefit assessment is determined before handing over the project. List FOUR reasons of conducting project benefit assessment. (4 Marks)
4. When a new project is being initiated project managers are required to prepare a business case by project funders. Enumerate FOUR reasons of preparing a business case before initiating a new project. (4 Marks)
5. Project managers are required to involve stakeholders in project review meetings. State FOUR reasons why stakeholders need to be involved in project review meeting. (4 Marks)
6. Before project closure, project managers are required to document lessons learnt throughout the project cycle. Highlight FIVE reasons of documenting lessons learnt (5 Marks)
7. Project managers are needed to adhere to procurement procedures in disposing project assets after project closure. State THREE reasons why project managers have to adhere to procurement procedures and regulations when disposing project assets (3 Marks)
8. It is a requirement for every project manager to prepare a project closure report at the end of the project cycle. Highlight FOUR reasons for preparing a project closure report (4 Marks)
9. Project transition management is an important aspect which every project manager needs to adhere to. List any FOUR factors to be considered when preparing for project transition (4 Marks)
10. Project financial report is prepared by a project manager before the project closure. Enumerate FOUR reasons for preparing a project financial report (4 Marks)

**SECTION B (60 MARKS)***Answer Question 11 (compulsory) and any other two questions*

11. James has been assigned a role of a project manager with a local Non-Governmental Organization. One of his roles is to guide the project implementation until it is completed and handed over to the stakeholders. When the project is completed, he is supposed to prepare a final project closure report. In the process of compiling the final project closure report, he is supposed to look at the original project guidelines to ensure that project was completed as per the plan. He is also supposed to take note of the project deliverables, compile invoices from the suppliers who supplied various goods and services during project implementation. James should also consider the resources released to the project beneficiaries and conduct detailed performance reviews from each completed project phase. Before handing over the report he should also get feedback from senior management to determine whether the outcome of the project has been achieved.

Using the case study above:

- a) Discuss SIX components of project closure report (12 Marks)
- b) Describe FOUR consumers of the project closure report (8 Marks)
12. Mutharimi has been appointed to spearhead to completion a water project by Nairobi water and Sewerage Company limited. When the project is completed and before handing over, he is required to prepare a project sustainability plan.
- a) Discuss FIVE components of a project sustainability plan (10 Marks)
- b) Explain FIVE challenges he may encounter when preparing project sustainability plan (10 Marks)
13. Archiving project documents is an important aspect which is carried out during project closure.
- a) Discuss FIVE documents which need to be archived. (10 Marks)
- b) Explain FIVE reasons why project documents are archived (10 Marks)
14. Project managers are required to ensure intellectual property and copyrights are documented before handing over a project.
- a) Explain FIVE benefits of documenting intellectual property rights (10 Marks)
- b) Discuss FIVE challenges which may occur if intellectual property and copyrights are not documented during handing over of the project. (10 Marks)

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