

**041306T4PMN**

**PROJECT MANAGEMENT LEVEL 6**

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

**Manage Project Closure**

**Nov/Dec 2024**



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

**WRITTEN ASSESSMENT**

**Time: 3 HOURS**

**INSTRUCTIONS TO CANDIDATE**

1. Marks for each question are indicated in the brackets.
2. The paper consists of **TWO** sections: **A** and **B**.
3. Candidates are provided with a separate answer booklet
4. **DO NOT** write on this question paper.

**This paper consists of FOUR (4) 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 the questions in this section.*

1. Project closure is the final phase in project management lifecycle, where all project activities are finalized and the project is formally closed. Outline FOUR objectives of a project closure review meeting. (4 Marks)
2. Before formally closing the project, it is essential to ensure that all deliverables have been completed and meet the agreed-upon quality standards. Identify FOUR items to be included in the checklist for a project closure review. (4 Marks)
3. Incorporating sustainability measures is essential for ensuring that the projects' outcomes remain effective and relevant over time. State FOUR benefits of reviewing project sustainability measures. (4 Marks)
4. Project resource release is necessary as it allows utilization of the resources in upcoming projects. Highlight FOUR methods of releasing project resources. (4 Marks)
5. Properly archiving project documents ensures that valuable project information is preserved. State FOUR reasons for archiving project documents (4 Marks)
6. Project closure report is a formal document that signifies the completion of a project. Identify FOUR elements of a project closure report. (4 Marks)
7. Project transition is a stage that occurs during or after project closure, ensuring that the project is successfully integrated into the organization operations. Outline FOUR ways in which a project manager should prepare for project transition. (4 Marks)
8. You are tasked with organizing an event for celebrating the project team recent success. State FOUR reasons for celebrating project success. (4 Marks)
9. Project sustainability review is an essential process to evaluate how a project contributes to long-term sustainability. Identify FOUR elements of a project sustainability review. (4 Marks)
10. Resources in project management fall into various categories. Outline FOUR types of project resource categories. (4 Marks)

## SECTION B (60 MARKS)

*Answer question 11 and any other TWO questions in this section*

11. Investor ABC, a flower farming company, launched a community social responsibility (CSR) project aimed at installing an automated piped water system to enhance the local community's access to clean water. After thorough consultations with community members, the company embarked on this initiative with positive expectations. However, just two weeks into the project's implementation, unforeseen challenges arose, leading to its abrupt termination. This sudden cessation had significant repercussions for both the local community and the investor. Operationally, the company needed to address and resolve the issues that led to the project's halt.
- a. Explain FIVE impacts of project's termination on both the local community and Investor ABC. (10 Marks)
  - b. Explain FIVE factors that Investor ABC should consider before terminating a project. (10 Marks)
- 12.
- a. Project sustainability measures are designed to ensure that projects contribute positively to the environment. Explain FIVE importance of reviewing project sustainability measures. (10 Marks)
  - b. Project closure signoff is a formal document that signifies the completion of a project and its acceptance. Explain FIVE benefits of obtaining signoff for a project closure. (10 Marks)
- 13.
- a. A project transition plan is a detailed document that outlines how project deliverables move from the project team to the operational team. Discuss FIVE reasons for preparing a project transition plan. (10 Marks)
  - b. Lessons learnt involves identifying what went well, what did not, and how those insights can inform better practices moving forward. Explain FIVE ways of documenting lessons learnt in project management. (10 Marks)
- 14.
- a. Rewarding the project team upon successful project closure is an effective way of acknowledging the project team efforts. Explain FIVE ways of rewarding project team members. (10 Marks)

- b. The best time to start considering a project post-implementation review is shortly after the project has been delivered. Explain FIVE activities involved in conducting this review.  
(10 Marks)

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