ICAPMG605A Manage IT project closure

Release: 1

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Modification History

Release	Comments
Release 1	This Unit first released with *ICA11 Information and Communications Technology Training Package version 1.0*

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to decommission or close an information technology (IT) project within a small, medium or large organisation.

Application of the Unit

Project managers in small, medium or large organisations apply the skills and knowledge in this unit to recommend project decommissioning or closure during or on completion of an IT project.

Their job roles combine high-level management, business and technical skills necessary to manage complex technology projects within the information and communications technology (ICT) industry.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

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Elements and Performance Criteria Pre-Content

Element	Performance Criteria
Elements describe the essential outcomes of a unit of competency.	*Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.*

Elements and Performance Criteria

1. Evaluate project performance	1.1 Collect *project performance metrics*
	1.2 Debrief project team
	1.3 Debrief project stakeholders
	1.4 Summarise and report on results
2. Finalise the project	2.1 Review project performance to determine whether the project should be continued, decommissioned or closed
	2.2 Assess the impact of continuing, decommissioning or closing the project
	2.3 Recommend appropriate management action to the relevant governing authority
	2.4 Decommission or close the project if required
3. Action outstanding activities	3.1 Identify outstanding activities and create an action plan
	3.2 Assign responsibilities to action outstanding activities
	3.3 Follow up outstanding activities to ensure completion

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to:
  - analyse metrics
  - identify issues, root causes and solution options
- facilitation and communication skills to conduct interviews, reviews, debrief workshops and presentations
- negotiation skills to negotiate the best outcomes for stakeholders given the results of analysis.

Required knowledge

- problem-solving techniques to address issues related to project closure
- project-management methods, practices and processes.

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Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the ability to: • recommend and plan the decommissioning or closure of a complex IT project based on collected performance metrics.
Context of and specific resources for assessment	Assessment must ensure access to: • appropriate learning and assessment support when required • modified equipment for people with special needs • relevant project documentation, including project metrics • project stakeholders.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • preferred assessment method is through a workplace project or through a simulated medium to large enterprise workplace • direct observation of the candidate carrying out project work • verbal or written questioning to assess required knowledge and skills • review of reports, documents and presentations • review of a portfolio of the project work undertaken.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, where appropriate. Assessment processes and techniques must be culturally appropriate, and suitable to the communication skill level, language, literacy and numeracy capacity of the candidate and the work being performed. Indigenous people and other people from a non-English speaking background may need additional support. In cases where practical assessment is used it should be combined with targeted questioning to assess required knowledge.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Project performance metrics may include:	- financial measures: - actual versus planned budget - actual versus planned return on investment (RoI) projections - earned value (EV) and EV performance indexes - quality measures: - number of defects - stakeholder satisfaction feedback - scope measures: - actual versus expected number of change requests - amount of rework - requirements or user story backlogs - time measures: - actual versus expected burn-down rates - planned versus actual schedule.

Unit Sector(s)

IT project management