

Overview

IT Project Management involves the competencies required to plan, execute, deliver, monitor and control all the activities and tasks required during an IT project to meet its stated objectives.

This standard covers the management of project closure, including the handover of project deliverables, review and evaluation of the project and disbanding of the project team.

Performance criteria

You must be able to:

1. Check that the objectives of the project have been met as described in the project brief
2. Verify user acceptance of the project's deliverables in line with organisational procedures
3. Manage final handover of the project's deliverables in line with organisational practice
4. Review the project to capture lessons learned for future projects
5. Disband the project team and close project accounts
6. Produce project completion and closure reports in line with organisational standards
7. Communicate project closure to stakeholders in order to gain project sign-off

Close and review IT projects

Knowledge and understanding

You need to know and understand:

1. The strategy, policies and standards relating to project closure and governance
2. The IT project closure process
3. The purpose and content of a post implementation review
4. Issues that can impact on the delivery of project benefits
5. The importance of IT project audits and the roles they play in assuring project success
6. What an IT project audit is, and how an audit is conducted
7. When a formal project assessment should take place
8. The appropriate methods of assessing a project
9. How reviews that ensure the continuing integrity of the business case would be carried out
10. The procedures to close a project formally

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