

Unit: Project Management
Topic: Closing a Project
Time: 2 classes

ICS 4U

Specific Expectations

- B1.5 close the project (i.e., confirm that software meets all user requirements, deliver software in appropriate format, plan software support and maintenance);
- B1.6 review the management of the project (e.g., compare plan to actual performance, outline successes, make recommendations for improvement) and prepare a report in an appropriate format;
-

Teacher Notes

Students close this unit and the ongoing project with a formal review and submission of deliverables. Students will spend one class preparing the layout for business forms. The second class will close the project.

Content/Student Notes

Day 1: work period

Day 2

- Project management requires organization from start to finish.
 - Defining requirements
 - Implementation and testing
 - Closing
- Closing Requirements
 - Formal review of project
 - What worked, didn't work
 - How to improve next project
 - Occurs before final handing in or submission to stakeholder/customer
 - Were schedules maintained? If not, how to improve schedule and/organization.
 - Close-out report
 - Final version of deliverables
 - Documents
 - Updated scope document
 - Organizational chart
 - External documentation
 - Summary of formal review

Teaching Strategies

- Students take one class period to produce layouts for the group activity started in topic two--students develop publicity forms for small business; website, business cards, letterhead.
- Lecture: closing requirements for projects. Students should input how they can include these requirements in the setting of a classroom.
- Using the activity from last class students close the project.

- Duty of project manager
- Look ahead
 - What improvements are possible
 - What features were not developed?
Are they now viable?
- In the classroom
 - Formal review of project includes looking ahead
 - Peer evaluation
 - Self evaluation
 - Submission of software
 - Project manager submits software and all documentation to instructor.

Activity

- Prepare layouts for business forms such as letterheads, business cards, webpage.
- Close the project

Resources

- Closing a project,
<http://technet.microsoft.com/en-us/library/bb490161.aspx>

Assessment

- ✓ Observation of task completion
- Formative assessment of project closing—see rubric

Visual Aids/Equipment

- Electronic version of activity

Unit: Project Management
Activity: Closing a Project

In your group, complete a formal review of the mini-project to create business forms. Chose a member of the group to record and summarize the review. Use the following sub-titles as a guide.

1. What parts of the project worked well?
2. What parts of the project didn't work or need improvement?
3. If you work as a group again, how could you improve the effectiveness of the team?
4. Did you complete the deliverables on schedule?
5. What improvements could be made to the deliverables if the project were to continue?
6. What features of the original scope document were not developed? Are they now viable?

Project Checklist

Updated project scope document	
Updated organizational chart	
Deliverables	
Close-out Report	

Submit the project materials to the stakeholder, i.e. your instructor.

Activity: Closing A Project				
Category / Criteria	Level 1 (50%-59%)	Level 2 (60%-69%)	Level 3 (70%-79%)	Level 4 (80%-100%)
Understanding of Content Understands the process of closing a project.	Demonstrates limited understanding the process of closing a project.	Demonstrates some understanding the process of closing a project.	Demonstrates considerable understanding the process of closing a project.	Demonstrates complete understanding the process of closing a project.
Thinking Use of processing skills to analyse and interpret a project life cycle.	Uses processing skills to analyze a real-world situation with limited effectiveness.	Uses processing skills to analyze a real-world situation with some effectiveness.	Uses processing skills to analyze a real-world situation with considerable effectiveness.	Uses processing skills to analyze a real-world situation with high degree effectiveness.
Communication Communication for different audiences and purposes in oral and written form.	Communicates within a team for the purpose of analysing a process with limited effectiveness.	Communicates within a team for the purpose of analysing a process with some effectiveness.	Communicates within a team for the purpose of analysing a process with considerable effectiveness.	Communicates within a team for the purpose of analysing a process with high degree effectiveness.

Note: A student whose achievement is below Level 1 (50%) has not met the expectations for this assignment or activity.