

# Unit 1 Assignment: Planning the End of a Project

In this Assignment you will prepare a plan for the closing phase of the project life cycle and then analyze a specific project to determine the extent to which all elements of the plan were executed.

Prepare a 5-7 page paper with the following titled sections:

- Introduction
- Overview of Project  
Select a project from your experience or from your research in the KU Library. Describe the project.
- Project Closing Phase Plan  
Prepare and populate a table that follows the model of, and contains all column headings, row identifiers, and words listed in the second column. Expand the third column as required to contain the necessary text. Populate the table you create so that there are no blank cells. Embed the table you create and fully populate in accordance with these instructions in your document in the titled "Project Closing Phase Plan" section so that it is visible and readable without the reader referring to other files or manipulating or opening any embedded objects or links.

Note: You must create the table using the Insert Table function in MS Word or by creating a table in Excel and moving it to your Word document. The below table is for instructional purposes only. It is not a template for you to modify or use in creating your paper. You may need to use the section break and landscape layout functions in MS Word to ensure your reader can clearly read all elements of your table.

Activity Area Numerical Identifier	Closing Phase Activity Area	Brief summary of actions that should have been taken in this area for this specific project	Estimated duration of time needed	Predecessor (Use Numerical Identifier)
1	Procurements			
2	Quality			
3	Contracts			
4	Team member performance reviews			
5	Stakeholder communications			

6	Cost			
7	Lessons Learned			

- Procurements
- Quality
- Contracts
- Team member performance reviews
- Stakeholder communications
- Cost
- Lessons Learned
- Conclusion

In each of the following titled sections, explain in detail what should have been done in this area for this specific project in the closing phase of the project life cycle: Procurements, Quality, Contracts, Team member performance reviews, Stakeholder communications, Cost, Lessons learned. Analyze and discuss the extent to which these actions were taken. Discuss the impact on stakeholders if the actions were not taken.

### Criteria

- The content of the paper must be 5-7 pages in length, not including the cover page and list of references.
- The Assignment should have a minimum of four academically credible sources from outside of the course materials. Your sources should be follow proper APA format. (Review the APA formats found in the Kaplan Writing Center. To access the Kaplan Writing Center, [select this link](#).)
- Review the Rubric below to ensure all points have been captured in the Assignment.

### Directions for Submitting Your Assignment

Compose your Assignment in a Microsoft Word document and save it as Username-GM594 Assignment-Unit#.doc (Example: **TAllen- GM594 Assignment-Unit 1.doc**). Submit your file by selecting the Unit 1Assignment Dropbox by the end of Unit 1.

*Make sure that you save a copy of each file that you submit.*

<b>GM594 Unit 1 Assignment: Planning the End of a Project</b>	<b>Points Possible</b>	<b>Points Earned</b>
<b>Content (50 pts.)</b>		
Selected and clearly described a specific real-world project.	10	
Accurately created the specified table.	10	
Populated all cells of the table with substantive, logical content.	10	
Substance of paper was at least 5 pages; not including cover page and list of references	10	
Included all titled sections specified in the Assignment instructions.	10	
<b>Analysis (30 pts.)</b>		
-Explained in detail what actions should have been taken for the specified project relative to each of the closing phase activity areas specified in the instructions.  -Analyzed the extent to which these actions were taken.  -Discussed the impact on stakeholders if the actions were not taken.	20	
The key points of the paper were summarized and synthesized in a concise and clear conclusion paragraph.	10	
<b>Writing (20 pts.)</b>		
Spelling, grammar, punctuation and sentence construction were accurate.	6	
The composition is organized effectively: It includes the use of an introduction, body, and conclusion. Section titles are used. Paragraph structure and length was effective and appropriate.	8	
APA formatting is used throughout.	6	
<b>Total</b>	<b>100</b>	
<b>Instructor Comments:</b>		