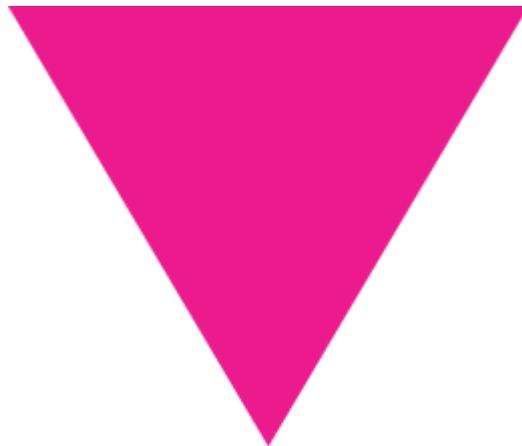




# Module Planner Template (MPT)

**Module 7: Closing Phase and Sustainability Impact Assessment**

**Course Title: Sustainable Project Management with PM² (SPM²)**



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## Standard Module Planner Template (MPT)

### Purpose:

This template must be used by all course authors when designing individual modules. It ensures coherence across the full course by standardizing the structure, terminology, and instructional components. The MPT provides clear guidance for instructors and instructional designers, facilitates alignment with learning outcomes, and supports high-quality delivery across diverse academic and institutional contexts.

Each of the 10 modules in your course must follow this format. Use the provided fields and instructions carefully, and ensure that supporting materials (e.g., templates, videos, practical tasks) are properly referenced and labeled in accordance with this plan.

### 1. GENERAL MODULE INFORMATION

**Instructions:** Fill out the fields below with accurate and concise information for each module.

Field	Instruction
Module Number	M7
Module Title	Closing Phase and Sustainability Impact Assessment
Course Title	Sustainable Project Management with PM <sup>2</sup> (SPM <sup>2</sup> )

### 2. MODULE OVERVIEW

**Instructions:** Write 3–5 sentences that summarize the core idea, scope, and role of this module in the course.

This module equips students with the knowledge and skills to carry out a structured and accountable project closure process, aligned with both PM<sup>2</sup> methodology and sustainability-focused project management (SPM<sup>2</sup>). Students will learn how to formally conclude a project, consolidate results, assess sustainability performance, and ensure that all administrative, contractual, and knowledge transfer obligations are fulfilled.

The Closing Phase begins with the Project-End Review Meeting, where project outcomes, team performance, and key achievements are evaluated. This meeting serves as a foundation for the development of the Project-End Report, a critical artefact that captures lessons learned, best practices, and challenges encountered throughout the project lifecycle.

Learners will explore the administrative closure process, including formal acceptance of deliverables, release of project resources, transfer of ownership to the Project Owner or client, and secure archiving of documentation. Special attention is given to sustainability dimensions—students will assess whether the project has delivered on its environmental, social, and governance commitments and how these impacts can be measured and institutionalized.

The module emphasizes the importance of sustainability impact assessment as a final project activity. Students will reflect on how project results align with sustainability



objectives (e.g., SDGs, ESG indicators) and how closing activities can reinforce long-term value creation and continuous organizational learning.

### 3. LEARNING OBJECTIVES

**Instructions:** List 2–4 general learning objectives using action verbs from Bloom's Taxonomy (aligned with Course Syllabus Template (CST)) . Focus on what students will understand or be able to do after completing the module.

Note: The learning objectives here should be derived from and aligned with the overarching course-level learning objectives defined in the Course Syllabus Template (CST). You are encouraged to further specify or tailor the objectives to the unique focus of this module, while maintaining full coherence with the overall course direction.

Upon successful completion of this module, students will be able to:

- **LO-1:** Explain the purpose, structure, and governance requirements of the Closing Phase in SPM<sup>2</sup>.
- **LO-2:** Facilitate a Project-End Review Meeting to assess project outcomes, performance, and sustainability achievements.
- **LO-3:** Prepare a comprehensive Project-End Report capturing lessons learned, best practices, and sustainability performance results.
- **LO-4:** Execute administrative closure processes, ensuring compliance with both contractual and sustainability commitments.
- **LO-5:** Conduct and document a sustainability impact assessment that supports organizational learning and future project planning.

### 4. LEARNING OUTCOMES

**Instructions:** Define 1–3 specific and measurable learning outcomes for this module (aligned with Course Syllabus Template (CST)).

Note: Module-level outcomes should be directly linked to the learning objectives stated above and traceable to the course-level learning outcomes listed in the CST. Here you have the opportunity to disaggregate or operationalize broader course outcomes into concrete, assessable outputs for this module.

Upon successful completion of this course, students will be able to:

- **Outcome 1:** Distinguish between the governance, reporting, and administrative requirements of the Closing Phase in SPM<sup>2</sup>.
- **Outcome 2:** Produce a Project-End Report that includes sustainability performance analysis aligned with ESG/SDG frameworks.
- **Outcome 3:** Apply sustainability impact assessment tools to evaluate long-term project value and institutionalize best practices.
- **Outcome 4:** Demonstrate understanding of closure processes, reporting logic, and sustainability impact assessment within the SPM<sup>2</sup> framework.



## 5. MODULE LEARNING CONTENT (TOPICS & SUBTOPICS)

**Instructions:** Outline the instructional content that will be covered in this module. Structure the topics and subtopics logically to guide lecture flow and student learning.



Main Topic	Subtopics / Key Concepts
Overview of the Closing Phase in SPM <sup>2</sup>	<ul style="list-style-type: none"> <li>- Purpose and scope of the Closing Phase</li> <li>- Link between project closure and organizational learning</li> <li>- Integrating sustainability into closure activities</li> </ul>
Project-End review meeting	<ul style="list-style-type: none"> <li>- Objectives, agenda, and preparation</li> <li>- Evaluating project performance against baseline and sustainability KPIs</li> <li>- Capturing lessons learned, best practices, and improvement opportunities</li> </ul>
Project-End report	<ul style="list-style-type: none"> <li>- Structure and key sections</li> <li>- Documenting sustainability performance (ESG metrics, SDG contributions)</li> <li>- Using the report as a knowledge management tool</li> </ul>
Administrative closure	<ul style="list-style-type: none"> <li>- Formal acceptance of deliverables</li> <li>- Transfer of deliverables and responsibilities</li> <li>- Resource release and contract closure</li> <li>- Secure documentation archiving</li> </ul>
Sustainability impact assessment	<ul style="list-style-type: none"> <li>- Purpose and scope</li> <li>- Methods and tools for measuring sustainability results</li> <li>- Institutionalizing findings into future projects</li> </ul>
From theory to application	<ul style="list-style-type: none"> <li>- How closure feeds into organizational maturity</li> <li>- Sustainability legacy and long-term value creation</li> </ul>



## 6. MODULE LEARNING ACTIVITIES AND DELIVERY STRUCTURE

**Instructions:** Fill in the table to describe teaching content and activities, reflecting a blend of pre-class, in-class, and post-class elements. Ensure alignment with digital and active learning principles.



Segment	Activity Type	Description	Duration	Delivery Format
<b>Pre-class</b>	Intro Video + Guided Reading + Artefact/Template Review	Learners complete three preparatory tasks: <ul style="list-style-type: none"> <li>- Watch a video introducing the Closing Phase in SPM<sup>2</sup>.</li> <li>- Read selected content from the SPM<sup>2</sup> Guide covering closure activities, governance steps, and sustainability integration.</li> <li>- Review relevant templates and artefacts for this phase, such as Project-End Report, Sustainability Impact Assessment form, and Lessons Learned Register.</li> </ul>	~2 h	LMS / SPM <sup>2</sup> Guide (asynchronous)
<b>In-class</b>	Interactive Lecture + Discussion Group	Instructor explains the governance, steps, and sustainability integration in the Closing Phase. Facilitated group discussion focuses on common closure challenges and missed opportunities for sustainability learning.	~3 h	F2F or Hybrid (lecture + facilitated discussion)
<b>In-class</b>	Applied Workshop / Simulation	Two-part workshop: <ol style="list-style-type: none"> <li><b>1. Project-End Review Simulation</b> - Groups role-play a Project-End Review Meeting, evaluating project results against planned objectives and sustainability targets.</li> <li><b>2. Sustainability Impact Assessment Workshop</b> - Teams use a provided case study to apply sustainability assessment tools and prepare improvement recommendations for future projects.</li> </ol>	~3 h	F2F / Workshop Format
<b>Post-class</b>	Knowledge Check Quiz	Learners complete:	~1 h	LMS Submission (asynchronous)



		- Knowledge Check (10 questions) testing understanding of closure steps, artefacts, and sustainability assessment techniques.		
<b>Post-classes</b>	Individual Written Reflection Task	Task: Learners reflect on how integrating sustainability considerations into project closure can enhance long-term value and organisational learning.	~2 h	LMS Submission (asynchronous)



## 7. PRACTICAL TASK(S) / ASSESSMENT SUMMARY

### Instructions:

List each practical assignment in this module in a separate row. For each task, complete the table and provide a clear reference to the Practical Task Description Template (PTDT) document, where full task instructions and grading criteria are given.

The typologies below are **examples only** and intended to guide consistency across modules.

### Suggested Task Typologies (for reference only):

- **Case-Based Task** – Analyze real-world or simulated scenarios.
- **Scenario or Game-Based Simulation** – Participate in role-plays or simulations.
- **Design and Planning Task** – Develop strategies, plans, models, or tools.
- **Analytical Task** – Work with data, conduct evaluations, generate insights.
- **Reflection or Personal Development Task** – Engage in self-assessment, journaling, or mindset analysis.
- **Evaluation or Critical Assessment Task** – Critique existing practices using structured criteria.

If your task does not fall neatly into any of the predefined typologies, you may add your own under “Task Typology.”



Task Title	Task Type	Task Typology	Description	PTDT Reference
<b>Project-End Review Simulation</b>	Group Assignment	Scenario or Game-Based Simulation	Groups role-play a Project-End Review Meeting, evaluating project results, team performance, and sustainability impacts. They document key discussion points and propose follow-up actions.	<a href="#">PTDT_M7_ProjectEndReview.docx</a>
<b>Sustainability Impact Assessment Workshop</b>	Group Assignment	Analytical Task	Teams use a provided case study to apply sustainability assessment tools, measure ESG performance, and prepare recommendations for institutionalization of impacts.	<a href="#">PTDT_M7_SustainabilityAssessment.docx</a>
<b>Knowledge Check Quiz: Closing Phase</b>	Individual Assessment	Analytical Task	A 10-question quiz testing knowledge of closing activities, administrative closure steps, closing artefacts, and sustainability assessment methods.	<a href="#">PTDT_M7_KnowledgeCheckQuiz.docx</a>
<b>Sustainability-in-Closure Reflection</b>	Individual Assignment	Reflection or Personal Development Task	Learners write a short reflection on how sustainability integration in closure activities can improve long-term value creation and inform future projects.	<a href="#">PTDT_M7_SustainabilityReflection.docx</a>



## **8. DIGITAL LEARNING RESOURCES AND MULTIMEDIA SUPPORT**

### **Instructions:**

List all digital, multimedia, and interactive resources used to support the delivery of this module and learner engagement. Include links to videos, downloadable templates, interactive tools, and LMS-integrated components (e.g., quizzes, polls, checklists). Microlearning materials should also be listed here



Type	Description	Format	Developer
<b>Reading Material</b>	Extract from the SPM <sup>2</sup> Guide – Sections on Execution Phase: Kick-off Meeting, Project Coordination, Quality Assurance, Project Reporting, Information Distribution, Change Management, and sustainability integration.	PDF	SPM <sup>2</sup> Editorial Team
<b>AI Video Intro</b>	Execution Phase in SPM <sup>2</sup> : Animated explainer covering transition from planning to execution, governance roles, coordination, quality, reporting, and sustainability practices.	MP4	SPM <sup>2</sup> Authoring Team
<b>Microlearning Unit 1</b>	Closing Artefacts with instructions - Downloadable templates	DOCX	SPM <sup>2</sup> Authoring Team
<b>Downloadable Template</b>	<ul style="list-style-type: none"> <li>• Case scenario PDF</li> <li>• Project-End Review Meeting Agenda Template (DOCX)</li> <li>• Sustainability Impact Assessment Tool (XLSX)</li> <li>• Project-End Report Template (DOCX)</li> <li>• Reflection Template (DOCX)</li> </ul>	PDF/DOCX/ XLSX	Authoring Team
<b>LMS Activity</b>	Knowledge Check Quiz – Module 7: 10-question quiz on closure activities, artefacts, and sustainability impact assessment methods.	SCORM Package	eLearning Team
<b>LMS Activity</b>	Sustainability-in-Closure Reflection: Individual written task on how sustainability integration in closure activities can enhance long-term project value.	LMS Form Submission	Course Instructor
<b>Optional Resource</b>	<ul style="list-style-type: none"> <li>• Optional In-class Prompt: “What closure-phase activities in your projects had the biggest impact on long-term sustainability?”</li> <li>• Optional Post-class Prompt: “From Project Closure to Organizational Learning – How do we make it stick?”</li> </ul>	MP4	Course Instructor



## 9. REQUIRED READINGS AND RESOURCES

**Instructions:** Divide the required learning materials into *Mandatory* and *Optional* sections.

### Mandatory Readings and Tools

- **SPM² Guide – Chapter on the Closing Phase** (Focus on Project-End Review, Project-End Report, administrative closure, and sustainability assessment)
- **Closing Phase Artefacts and Templates**

### Optional Readings and Resources

- (To be tailored by instructor based on learners' background and course context)

## 10. FINAL QUALITY CHECK (SELF-REVIEW)

**Instructions:** Use this checklist before submitting your module. Confirm alignment with the pedagogical flow, and digital readiness. Mark only what is **completed**.

- Each practical task has a PTDT reference
- Readings are categorized (Mandatory/Optional)
- Teaching activities cover pre/in/post-class formats
- Multimedia and microlearning materials are specified
- Linkages to other modules are clearly defined
- All digital learning resources and multimedia components are noted and delivery-ready or marked "pending"