



## ASSIGNMENT COVER

NB: PLEASE PRINT - USE A BLACK PEN	
Name of Course	Professional Project Execution & Closure Management
Dates of Training:	24 - 28
Unit Standard ID:	243812; 243819
Learner ID Number:	9405115343081
Surname:	Mkhwanazi
First Name(s):	Zimisele
(Surname and name(s) as they appear in your ID book)	

I, the above-named and undersigned, declare that the assignment / project / task containing the above stated headings has been compiled by me and is authentically the product of my own work as proof of my competency in the above stated unit standards.

Signature:

Date:

15 June 2020

**NB This is the assignment cover which must be completed and must be submitted with the assignment.**

Cell No.:	065 8850139
E-mail address:	Zimiselemkhwanazi2@gmail.com

# Experiential Log

**INSTRUCTION:**

This log must be completed by yourself and your mentor / supervisor as you gain workplace experience / when getting mentoring assistance.

Full name of candidate:

Zimisele Mkhwanazi

ID number of candidate:

9405115343081

Full name of supervisor / mentor:

Thulane Ndimaude


Place of employment:

FNOB selby


Date	Hours worked	Description of tasks / mentoring	Signature	
			Candidate	Mentor / Supervisor
03/02/2020	2 hour	Went through the project and the execution phase.	Zimisele Mkhwanazi	Thulane Ndimaude
07/02/2020	1 hour	We validated and verified the project tasks.	Zimisele Mkhwanazi	Thulane Ndimaude
18/02/2020	20 minutes	We checked if the resources are still usable for the next project.	Zimisele Mkhwanazi	Thulane Ndimaude
20/02/2020	50 minutes	Communicated Project execution phase to the stakeholders.	Zimisele Mkhwanazi	Thulane Ndimaude
11/03/2020	1 hour	We discussed the changes in a project will be controlled.	Zimisele Mkhwanazi	Thulane Ndimaude
26/03/2020	1 hour	Communicated the changes in a project.	Zimisele Mkhwanazi	Thulane Ndimaude
1/05/2020	1 hour	Deal with the issues that occur as the project is on the execution phase.	Zimisele Mkhwanazi	Thulane Ndimaude
20/05/2020	30 minutes	We determined all the resources that have to be handed over.	Zimisele Mkhwanazi	Thulane Ndimaude



The candidate / learner has been trained in the outcomes and criteria of this learning programme and is ready to be assessed. Evidence have been prepared and will be available during assessment.



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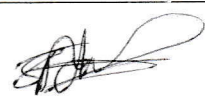


Date: 15 June 2020

Learner Name & Surname: Zimisele Mkhwanazi ID Number: 9405115343081

Mentor's Name & Surname: Thulane Ndimande

**Mentoring Sessions Log Sheet Five**

Project Management : Monitor, Control Execution & Project Closure Management		
Date	o	
Key points discussed		Action plan
<p>* Controlling.</p> <p>* Execution of a project.</p>		<p>In an execution phase we went through the controlling <del>the</del> project and checked if the issues were controlled in a good manner.</p> <p>Solved all the risks that occurred.</p>
Signed:	<p>Mentor</p> 	<p>Learner</p> 
Date		
Key points discussed		Action plan
<p>* Project closure and its functions.</p>		<p>* Compiled a hand over of functions.</p> <p>* We also compiled a project reports and the about the performance and the progress of the project.</p>
Signed:	<p>Mentor</p> 	<p>Learner</p> 