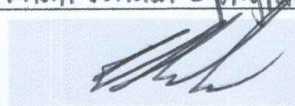


## BSBPMG513 MANAGE PROJECT QUALITY

| <b>Practical Task 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Description of task:</b><br>A suitable observer is to verify the participant's ability to manage quality within projects, including: <ul style="list-style-type: none"> <li>Determining quality requirements</li> <li>Implementing quality control and assurance processes</li> <li>Using review and evaluation to make quality improvements in current and future projects</li> </ul> <p>These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.</p> |                                                                                     |
| <b>Resources required:</b><br>Project documentation (including quality criteria, evidence of quality monitoring and improvement practices), Computer and appropriate software.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| Name of participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | JACK CLARKE                                                                         |
| Name of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | BRIAN DENCHER                                                                       |
| Role of observer<br>(Confirm suitability to sign)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROJECT MANAGER                                                                     |
| Email address of observer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Brian.Denchur@programmed.com.au                                                     |
| Signature of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Click here to enter a date.                                                         |
| When completing the task, did the participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Tick if<br>satisfactorily<br>completed.<br>Provide comments<br>if left unticked.    |
| 1 Determine quality requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                     |
| 1.1A. Seek input from stakeholders to determine quality objectives and standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/>                                                 |
| 1.1B. In a quality management plan, document: <ul style="list-style-type: none"> <li>Quality metrics for the project and product output</li> <li>Agreed quality requirements</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/>                                                 |
| 1.1C. Select established quality management methods, techniques and tools to resolve quality issues.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                                 |
| 1.1D. Distribute, discuss and support quality requirements with project team and stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                 |
| 1.1E. Implement agreed quality requirements as the basis for performance measurement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                                 |
| 2 Implement quality processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |
| 1.2A. Undertake a quality assurance audit of project processes for compliance with agreed plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                                 |