

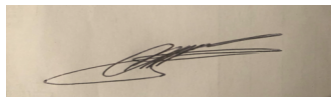
BSBPMG516 MANAGE PROJECT INFORMATION AND COMMUNICATION

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

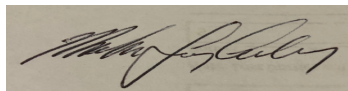
Participant name Anthony MacSweeney

Participant signature



Assessor name Mark Schierhuber

Assessor signature



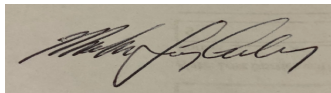
Date 19/09/2020

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☒	☐

ASSESSOR COMMENTS
Anthony demonstrates a sound framework and application of communication and information flow. Formal discussions have been minuted and communicated in writing to the client/recipient within 24hrs of being raised. This has allowed for speedy resolutions and maintenance of project timelines and cost control. Evidence of weekly reviews and daily toolbox talks have been documented, which ensures an audit trail of relevant information through Anthony's team and reaching out to suppliers and contractors as necessary. Completion files have been viewed and are in good order. These files are both project lifecycle and client copy files and contain all relevant information and warranties for the quoted project. This project by all accounts has run smoothly and displays evidence of routine, formal and informal communication.

BSBPMG516

MANAGE PROJECT INFORMATION AND COMMUNICATION

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to plan, implement, maintain and review information and communication management systems and processes. The participant is required to link people, ideas and information at all stages in the project life cycle, ensuring timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.	
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.	
Resources required: Project documentation, Computer.	
Assessment of task	
Name of participant:	Anthony MacSweeney
Name of observer:	Mark Schierhuber
Role of observer (Confirm suitability to sign)	General Manager & Project Manager
Email address of observer	Mark_schierhuber@outlook.com
Signature of observer:	
Date:	19/09/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan information and communication processes	
1.1A. Using input from stakeholders, identify, analyse and document information requirements – ensuring: - Consideration of alternative communication methods, media and systems, and their application on various projects - Use of clear language in verbal and written interactions with stakeholders - Consideration of non-verbal communication - Use of active listening and questioning to confirm understanding and agreement	☒
1.1B. Within delegated authority, develop an agreed communication management plan to support achievement of project objectives.	☒
1.1C. Establish and maintain a designated project-management information system to ensure quality, validity, timeliness and integrity of information and communication.	☒
2 Implement project information and communication processes	
1.2A. Manage generation, gathering, storage, retrieval, analysis and dissemination of information by project staff and stakeholders.	☒
1.2B. Implement, modify, monitor and control designated information-validation processes to optimise quality and accuracy of data.	☒

1.2C. Implement and maintain appropriate communication networks.	☒
1.2D. Identify and resolve communication and information-management system issues.	☒
3 Assess information and communication outcomes	
1.3A. Finalise and archive records according to agreed project information ownership and control requirements.	☒
1.3B. Review project outcomes to determine effectiveness of management of information and communication processes and procedures.	☒
1.3C. Identify and document lessons learned and recommended improvements for application in future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

Anthony utilised a number of communication methods and forums in order to manage the project successfully.

Use of both verbal and non-verbal communication was a daily event with team briefings held daily and messaging on non-critical items.

Communication with the client was either face to face and formal requirements via email.

Key issues arising were dealt with via verbal communication in the first instance, followed by written confirmation.

Anthony is acutely aware of ensuring good and timely information/communication and the project came to completion with no major incidents and no further actions required.