

# BSBPMG521

## MANAGE PROJECT INTEGRATION

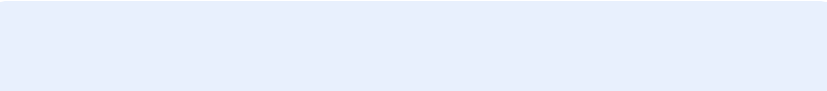
### PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 XI KE

Participant signature 

Assessor name \_\_\_\_\_

Assessor signature 

Date Click here to enter a date.

| Number of tasks | Number of tasks completed | Satisfactory?            |                          |
|-----------------|---------------------------|--------------------------|--------------------------|
|                 |                           | Yes                      | No                       |
| 1               |                           | <input type="checkbox"/> | <input type="checkbox"/> |

### ASSESSOR COMMENTS

## BSBPMG521 MANAGE PROJECT INTEGRATION

| Practical Task 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Description of task:</b><br>A suitable observer is to verify the participant's ability to: <ul style="list-style-type: none"> <li>Integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and</li> <li>Align and track project objective to comply with organisational goals, strategies and objectives</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, Organisational documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                             |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                             |
| <b>Name of participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | XI KE                                                                                       |
| <b>Name of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Darren O'Connor                                                                             |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Project Manager – Delta Group                                                               |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | darren.oconnor@deltagroup.com.au                                                            |
| <b>Signature of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 19/05/2021                                                                                  |
| <b>When completing the task, did the participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Tick if<br/>satisfactorily<br/>completed.<br/>Provide comments<br/>if left unticked.</b> |
| 1 Establish project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                             |
| 1.1A. Identify, clarify and prepare project initiation documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/>                                                         |
| 1.1B. Identify relationship between the project and broader organisational strategies and goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/>                                                         |
| 1.1C. Negotiate and document project objectives, outcomes and benefits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                                         |
| 1.1D. Negotiate project governance structure with relevant authorities and stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                                         |
| 1.1E. Prepare and submit project charter for approval by relevant authorities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/>                                                         |
| 2 Undertake project planning and design processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                             |
| 1.2A. Establish and implement a methodology to disaggregate project objectives into achievable project deliverables.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/>                                                         |
| 1.2B. Identify project stages, phases and structures – considering key requirements for stage completion against client requirements and project objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/>                                                         |

|                                                                                                                               |                                                                                                                         |                                     |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1.2C.                                                                                                                         | Analyse project management functions to identify interdependencies and impacts of constraints.                          | <input checked="" type="checkbox"/> |
| 1.2D.                                                                                                                         | Develop a project management plan integrating all project-management functions with associated plans and baselines.     | <input checked="" type="checkbox"/> |
| 1.2E.                                                                                                                         | Establish designated mechanisms to monitor and control planned activity.                                                | <input checked="" type="checkbox"/> |
| 1.2F.                                                                                                                         | Negotiate approval of project plan with relevant stakeholders and project authority.                                    | <input checked="" type="checkbox"/> |
| <b>3 Execute project in work environment</b>                                                                                  |                                                                                                                         |                                     |
| 1.3A.                                                                                                                         | Manage the project in an established internal work environment, ensuring effective work throughout the project.         | <input checked="" type="checkbox"/> |
| 1.3B.                                                                                                                         | Maintain established links to align project objectives with organisational objectives throughout the project.           | <input checked="" type="checkbox"/> |
| 1.3C.                                                                                                                         | Within authority levels, resolve conflicts negatively affecting attainment of project objectives.                       | <input checked="" type="checkbox"/> |
| <b>4 Manage project control</b>                                                                                               |                                                                                                                         |                                     |
| 1.4A.                                                                                                                         | Ensure project records remained updated against project deliverables and plans at required intervals.                   | <input checked="" type="checkbox"/> |
| 1.4B.                                                                                                                         | Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities. | <input checked="" type="checkbox"/> |
| 1.4C.                                                                                                                         | Analyse and submit impact analysis of change requests for approval, where required.                                     | <input checked="" type="checkbox"/> |
| 1.4D.                                                                                                                         | Maintain relevant project logs and registers accurately and regularly to assist with project audit.                     | <input checked="" type="checkbox"/> |
| 1.4E.                                                                                                                         | Ensure associated plans remained updated to reflect project progress against baselines and approved changes.            | <input checked="" type="checkbox"/> |
| <b>5 Manage project finalisation</b>                                                                                          |                                                                                                                         |                                     |
| 1.5A.                                                                                                                         | Identify and allocate project finalisation activities.                                                                  | <input checked="" type="checkbox"/> |
| 1.5B.                                                                                                                         | Ensure project products and associated documentation were prepared for handover to client in a timely manner.           | <input checked="" type="checkbox"/> |
| 1.5C.                                                                                                                         | Finalise financial, legal and contractual obligations.                                                                  | <input checked="" type="checkbox"/> |
| 1.5D.                                                                                                                         | Undertake project review assessments as input to future projects.                                                       | <input checked="" type="checkbox"/> |
| The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory |                                                                                                                         |                                     |

#### OBSERVER COMMENTS

He has been able to manage a few of company's projects from start to finish in the following aspects. 1. Project establishment. 2. Project planning and design. 3. Project execution. 4. Project quality and safety control. 5. Project closure.