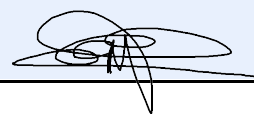


BSBPMG516 MANAGE PROJECT INFORMATION AND COMMUNICATION

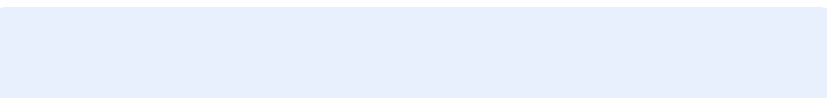
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 Christine Marcek

Participant signature 

Assessor name _____

Assessor signature 

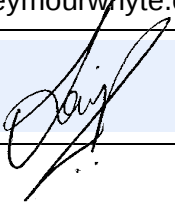
Date [Click here to enter a date.](#)

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

ASSESSOR COMMENTS

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:	Christine Marcek
Name of observer:	Ravi Prasad
Role of observer (Confirm suitability to sign)	National Environment and Sustainability Manager
Email address of observer	ravi.prasad@seymourwhyte.com.au
Signature of observer:	
Date:	8/03/2021
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

Christine was able to confidently discuss information and communication processes, providing examples from actual current tasks (Project Manager Conference event organisation) as well as more broadly as related to civil project management, referencing plans such as the SWC Community Liaison Plan which outlines communication and engagement tactics for various stakeholders. Christine was able to outline systems required to communicate and track information such as SharePoint, Microsoft Teams and Teambinder.

The implementation of these systems, and potential issues such as remote site comms issues was discussed. Christine used an existing SWC project as a case study and was able to detail the effect of poor decision making during site set up, resulting in subpar internet connections which has caused a number of issues such as reduced efficiencies and team morale. Possible rectification strategies were outlined which included a cost-benefit assessment of options and she was able to identify the most appropriate pathway forward.

Christine was able to clearly describe project review, referencing SWC-QP-160 Project Reviews and Reporting, SWC-QP-180 Project Completion, along with the SWC Lessons Learnt database and Subcontractor Management System (SMS) which records subcontractor performance. Christine provided a recent example where poor safety performance by a subcontractor resulted in SMS being updated to reflect a "Do Not Hire" status for the involved subcontractor. This event was discussed and minuted during the weekly HSEQ Performance Meeting, where an action was raised to share the Do Not Hire status with a Joint Venture project via the JV Steering Committee; this demonstrated different communication streams being utilised to communicate a single message. Christine is already very familiar with SWC Procedure SWC-IC-Archiving which outlines the actions required at project completion.