

BSBPMG518 MANAGE PROJECT PROCUREMENT

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

Paul Blake

Participant signature

[Signature]

Assessor name

Assessor signature

Date

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

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

BSBPMG518 MANAGE PROJECT PROCUREMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to undertake procurement in projects.	
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, Organisational documentation relevant to procurement and contracts.	
Assessment of task	
Name of participant:	<i>Paul Blake</i>
Name of observer:	<i>Brendon Whitaker</i>
Role of observer (Confirm suitability to sign)	<i>Site supervisor / manager</i>
Email address of observer	<i>brendon@hervolgroup.com.au</i>
Signature of observer:	<i>BW</i>
Date:	Click here to enter a date.
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine procurement requirements	
1.1A. Seek input from stakeholders to identify procurement requirements.	☒
1.1B. Establish and maintain, within delegated authority, agreed procurement management plan.	☒
2 Establish agreed procurement processes	
1.2A. Obtain information from suppliers capable of fulfilling procurement requirements.	☒
1.2B. Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency.	☒
1.2C. Obtain relevant approvals for procurement processes to be used.	☒
3 Conduct procurement activities	
1.3A. Identify and act according to probity and project governance constraints.	☒
1.3B. Communicate agreed proposals and/or specifications to prospective vendors to ensure clarity of understanding of project objectives.	☒
1.3C. Solicit vendor responses according to proposal requirements.	☒

1.3D.	Evaluate responses and select preferred vendors according to current legal requirements and agreed selection criteria.	☒
1.3E.	Negotiate with preferred contractor or supplier, to agree on terms and conditions of supply.	☒
4 Implement and monitor procurement		
1.4A.	Implement established procurement management plan and make modifications in line with agreed delegations.	☒
1.4B.	Review progress and manage agreed variations to ensure timely completion of tasks and resolution of conflict within the legal framework of the supply agreement.	☒
1.4C.	Identify and report procurement management issues and implement agreed remedial actions to ensure project objectives are met.	☒
5 Manage procurement finalisation procedures		
1.5A.	Conduct finalisation activities to ensure vendor deliverables meet contracted requirements.	☒
1.5B.	Review project outcomes using available procurement records and information to determine effectiveness of procurement processes and procedures.	☒
1.5C.	Document lessons learned and recommended improvements for application to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

- ① Paul demonstrated that the client had to sign and pay a deposit for works to commence, this demonstrated that they were happy with the plans, product and price.
- ② Contracts were created for each contractor, which included their role and responsibilities as well as their submitted quote for works to be performed.
- ③ Project plan was provided to each contractor to witness and sign.
- Progress reports were communicated a pre starts and signed.
- once works were completed contractor is to provide a final invoice for the works done.
- client had to sign final report and invoice and pay which indicated their acceptance of works been completed.

BSBPMG515

MANAGE PROJECT HUMAN RESOURCES

PRACTICAL ASSESSMENT INSTRUCTIONS

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 - Alternate tasks must be fully documented by the assessor.

Participant name

Paul Blake

Participant signature



Assessor name

Assessor signature



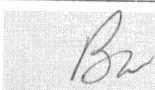
Date

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

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

BSBPMG515

MANAGE PROJECT HUMAN RESOURCES

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage human resources related to projects – including planning for human resources, implementing personnel training and development, and managing the project team. 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, Personnel documentation.	
Assessment of task	
Name of participant:	Paul Blake.
Name of observer:	Brendan Whitaker
Role of observer (Confirm suitability to sign)	Supervisor / Site Manager
Email address of observer	brendan@thermalgroup.com.au
Signature of observer:	
Date:	Click here to enter a date.
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan human resources relevant to projects	
1.1A. Determine resource requirements for individual tasks to establish required project personnel levels and competencies.	☒
1.1B. Establish project organisation and structure to align individual and group competencies with project tasks.	☒
1.1C. Allocate personnel to the project to meet planned work outputs throughout project timeline.	☒
1.1D. Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel.	☒
2 Implement project personnel training and development	
1.2A. Negotiate, define and communicate clear project role descriptions.	☒
1.2B. Identify, plan and implement ongoing development and training of project team members to support personnel and project performance.	☒
1.2C. Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.	☒
3 Lead project team	
1.3A. Implement processes and take action to improve individual performance and overall project effectiveness.	☒

1.3B.	Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale.	☒
1.3C.	Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment.	☒
1.3D.	Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives.	☒
4 Finalise human resource activities related to projects		
1.4A.	Disband project team according to organisational policies and procedures.	☒
1.4B.	Identify and document human resource issues and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS
Empty space for observer comments

ASSESSOR COMMENTS

① Paul simulated the construction of a deck and had produced a written plan.

He demonstrated a human resource plan that included allocating a project manager, number of local council for permits and audit.

He allocated a site supervisor to oversee the project as well as constructors for the construction.

Paul included methods to engage support and performance by using tools like pre starts and toolbox meetings.

②

Paul has simulated that he as his project manager is funding a course to help his supervisor gain knowledge and understanding of his role and to develop his skills to career progression.

Paul reviews his site manager's performance weekly to discuss how he is performing.

③

Paul demonstrated that his site supervisor Gary is responsible for overseeing the day to day running of the project and to ensure feedback is given to the contractors to ensure the project is run successfully. This is done in pre starts every day and a toolbox once a week. Every one is to sign off on pre starts and toolboxes and paper work is documented and filed.

④ This project was finished Paul simulated his site supervisor to have 2 weeks holidays to return to a new ~~project~~ project.

Feedback was given to his site supervisor on completion during a toolbox. Paper work was signed and filed.

BSBPMG519

MANAGE PROJECT STAKEHOLDER ENGAGEMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

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Participant name

Paul Blake

Participant signature



Assessor name

Assessor signature



Date

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

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

BSBPMG519

MANAGE PROJECT STAKEHOLDER ENGAGEMENT

Practical Task 1

Description of task:

A suitable observer is to verify the participant's ability to manage stakeholder relationships.

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.

Assessment of task

Name of participant:

Paul Blake

Name of observer:

Brendan Whitaker

Role of observer
(Confirm suitability to sign)

Site manager / Supervisor

Email address of observer

brendan@blairgroup.com.au

Signature of observer:

BW

Date: Click here to enter a date.

When completing the task, did the participant:

Tick if
satisfactorily
completed.
Provide comments
if left unticked.

1 Identify and address stakeholder interests

1.1A. Identify stakeholders relevant to project objectives.



1.1B. Segment stakeholder interests and determine forms of engagement



1.1C. Consider interests of stakeholders when considering and advising on project management issues.



1.1D. Identify and implement actions to address differing interests where required.



2 Manage effective stakeholder engagement

1.2A. Support development of team members' interpersonal skills in effective stakeholder engagement.



1.2B. Distribute team work effectively to ensure defined project roles are followed.



1.2C. Identify and clarify stakeholder behavioural expectations, where required.



1.2D. Openly lead stakeholder performance reviews.



1.2E. Identify and address individual development needs and opportunities to support stakeholder engagement.



3 Manage stakeholder communications	
1.3A. Determine and document stakeholder communication needs.	☒
1.3B. Ensure relevant stakeholders agree to communication method, content and timing of engagement.	☒
1.3C. Communicate information as planned and in line with authority levels, identifying and addressing variances.	☒

The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS

- Project manager/owner to meet with client to discuss the work that the client wants done.
- Paul then produces a quote to the client for the works to be done
- Client signs if happy and pays deposit.
- Client allow sites and signs off on the materials and colours to be used.
- The client is invited to ~~inspect~~ inspect the work completed at each stage of the project and to given feedback.
- The client is also given a project Schedule
- at the completion of the project the client will do a final inspection with the project manager and if they are happy they will sign the the completion report and make payment of the final invoice as well as be invited to complete a survey about the product provided and their experience.

BSBWOR502

LEAD AND MANAGE TEAM EFFECTIVENESS

PRACTICAL ASSESSMENT INSTRUCTIONS

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 - Alternate tasks must be fully documented by the assessor.

Participant name

Paul Blake

Participant signature



Assessor name

Assessor signature



Date

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

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

BSBWOR502

LEAD AND MANAGE TEAM EFFECTIVENESS

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to lead teams in the workplace and to actively engage with the management of the organisation.	
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, Office equipment and resources.	
Assessment of task	
Name of participant:	Paul Blake
Name of observer:	Brendan Whittaker
Role of observer (Confirm suitability to sign)	Supervisor / Site manager
Email address of observer	brendan@karnalgroup.com
Signature of observer:	
Date:	Click here to enter a date.
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish team performance plan	
1.1A. Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives.	☒
1.1B. Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team.	☒
1.1C. Support team members in meeting expected performance outcomes.	☒
2 Develop and facilitate team cohesion	
1.2A. Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team.	☒
1.2B. Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities.	☒
1.2C. Provide feedback to team members to encourage, value and reward individual and team efforts and contributions.	☒
1.2D. Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed.	☒

3 Facilitate teamwork	
1.3A. Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes.	☒
1.3B. Support the team in identifying and resolving work performance problems.	☒
1.3C. Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders.	☒
4 Liaise with stakeholders	
1.4A. Establish and maintain open communication processes with all stakeholders.	☒
1.4B. Communicate information from line manager/management to the team.	☒
1.4C. Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders.	☒
1.4D. Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS
- Project manager performs touchbase meetings with his site supervisor once every month to discuss his performance and achievement of personal goals. - Project schedule is created to ensure tasks and stages are being met throughout the project on time. - Project manager reviews progress reports each day that the site supervisor is to complete. - Daily task / project goals are communicated daily to site staff / contractors at the pre start and tool box meetings. - Project manager regularly communicates with the client and has regular on-site meetings and walk throughs. - Friday get togethers are held to help build team bonding and morale.

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

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Participant name

Paul Blake

Participant signature

[Signature]

Assessor name

Assessor signature

Date

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

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

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to create systems and process to organise information and prioritise tasks. 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, Technology to manage work priorities/commitments.	
Assessment of task	
Name of participant:	Paul Blake
Name of observer:	Brendan Whitaker
Role of observer (Confirm suitability to sign)	Site Supervisor / Supervisor
Email address of observer	brendan@hennelgroup.com.au
Signature of observer:	
Date:	Click here to enter a date.
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish personal work goals	
1.1A. Serve as a positive role model in the workplace through personal work planning.	☒
1.1B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.	☒
1.1C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.	☒
2 Set and meet own work priorities	
1.2A. Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.	☒
1.2B. Use technology efficiently and effectively to manage work priorities and commitments.	☒
1.2C. Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	☒
3 Develop and maintain professional competence	
1.3A. Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.	☒

1.3B. Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.	☒
1.3C. Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.	☐
1.3D. Participate in networks to enhance personal knowledge, skills and work relationships.	☒
1.3E. Identify and develop new skills to achieve and maintain a competitive edge.	☒

The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS

- the project that Paul submitted was divided up into stages which acted as goals for achievement throughout the project.

As project manager Paul would meet his site Supervisor to enhance his knowledge and performance and to give feed back on his performance.

site supervisor will discuss with contractors what needed to be achieved each day at the pre start meeting, as well as given feed back on progress. It is also an opportunity for contractors to also provide feedback.

Paul as project manager will conduct regular site meetings with the client to ensure that they are satisfied with the work and progress.

Paul is finding a project management course for his site supervisor for his personal development.