

BSBPMG512 MANAGE PROJECT SCOPE

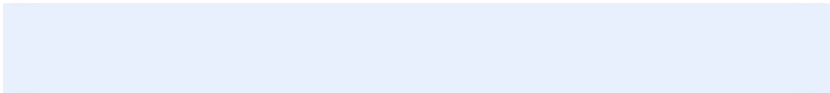
PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- The assessor will conduct observations 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 Adrian Story

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

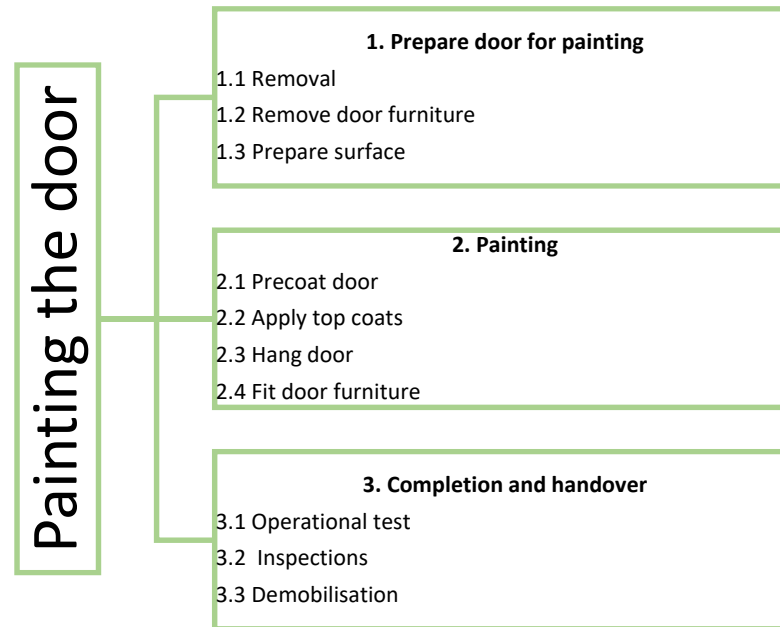
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Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to determine and implement a project schedule, and assess time management outcomes. These tasks may be simulated or real. The participant is to gather 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, Project Management software.	
Assessment of task	
Name of participant:	Adrian Story
Name of observer:	Anna Duncan
Role of observer (Confirm suitability to sign)	Contract Administrator
Email address of observer	Itsanna123@hotmail.com
Signature of observer:	
Date:	2/01/2019
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine project schedule	
1.1A. Develop work breakdown structure with sufficient detail to enable effective planning and control.	☒
1.1B. Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables.	☒
1.1C. Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks.	☒
1.1D. Contribute to achieving an agreed schedule baseline and communication of the schedule to stakeholders.	☒
2 Implement project schedule	
1.2A. Implement mechanisms to measure, record and report progress of activities according to agreed schedule.	☒
1.2B. Conduct ongoing analysis to identify baseline variance.	☒
1.2C. Analyse and forecast impact of changes to the schedule.	☒
1.2D. Review progress throughout project life cycle and implement agreed schedule changes.	☒

1.2E. Develop responses to potential or actual schedule changes and implement them to maintain project objectives.	☒
3 Assess time management outcomes	
1.3A. Review schedule performance records to determine effectiveness of time management activities.	☒
1.3B. Identify and document time management issues and recommend improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

WBS



Duration & Task Dependency worksheet

Task No.	Task	Duration	Start	Finish	Task dependency
	Stage 1 Prepare door for painting				
1.1	Removal and uninstall door from frame	0.2 Day	1/2/20	1/2/20	
1.2	Remove door furniture	0.2 Day	1/2/20	1/2/20	FS 1.1
1.3	Prepare surface	0.6 Day	1/2/20	2/2/20	FF 1.2
	Stage 2 Painting				
2.1	Precoat door	0.4 Day	2/2/20	2/2/20	FS 1.3
2.2	Apply topcoats	1.0 Day	2/2/20	3/2/20	FS 2.1
2.3	Hang door	0.3 Day	3/2/20	3/2/20	FS 2.2
2.4	Fit door furniture	0.3 Day	3/2/20	4/2/20	SS 2.3
	Stage 3 Completion and handover				
3.1	Operational test	0.1 Day	4/2/20	4/2/20	FS 2.4
3.2	Inspection	0.1 Day	4/2/20	4/2/20	FS 3.1
3.3	Demobilisation	0.8 Day	4/2/20	5/2/20	FF 3.2

FS = Finish to start – This task commences following the end of the listed tasks.

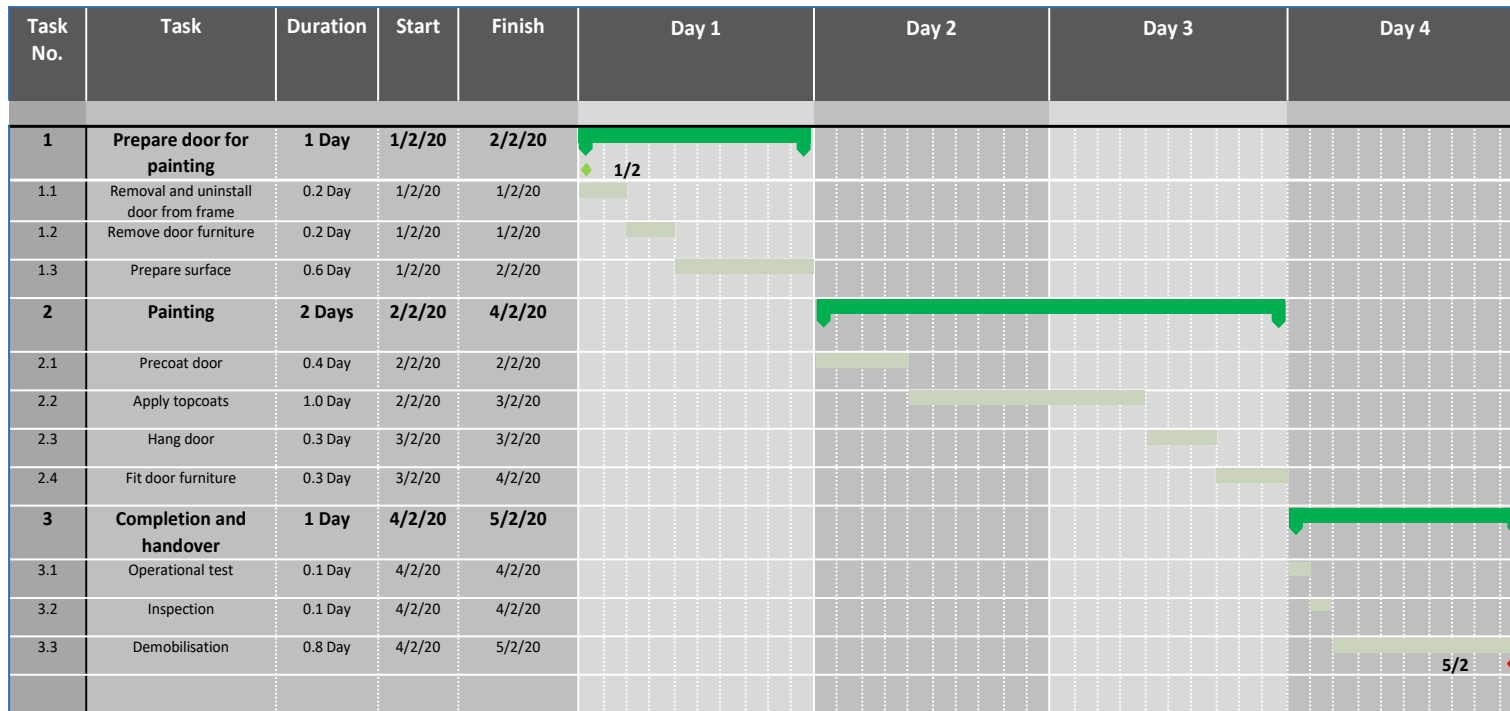
SS = Start to start – This task starts at the same time as the listed tasks.

FF = Finish to finish – This task finishes at the same time as the listed tasks.

SF – Start to finish – This task finishes at the same time the listed tasks commence.

Lag = number of days between tasks.

Gantt Chart



Summary



Task



Milestone



Project implementation Checklist

Project: Painting the door	
Contract: 654321	
Date: 17/01/2028	
Project Stages: Stage 1 – Prepare door for painting Stage 2 – Painting Stage 3 – Completion and handover	
Procurement Plans: Ensure materials are available prior to commencement of project to minimise time spent disturbing site.	
Schedule Risks: Inclement Weather, Material supply delays	
Progress Reporting: Daily reports shall be submitted each morning for the previous day, outlining task complete task forecast and if the schedule has been maintained, and if there are any foreseeable issues.	
Notes: Have a great day	
Name: A.Manager	Signature:
Date: 17/01/2028	

Potential schedule changes may be that there is forecast inclement weather for the first day of the schedule it would be beneficial to delay starting the project to reduce site impact. Response would follow the change management process and would require written approval via the Project Authorisation Form prior to the change commencing.