

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:	Jackson Wilson	
Name of observer:	David Hudd	
Role of observer (Confirm suitability to sign)	Director	
Email address of observer	Dave@rhbs.net.au	
Signature of observer:		
Date:	23/08/2021	
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.	☒