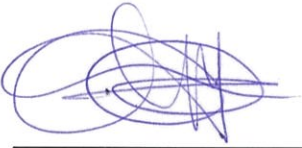


BSBPMG511 MANAGE PROJECT SCOPE

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 Christine Marcek

Participant signature 

Assessor name _____

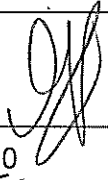
Assessor signature _____

Date Click here to enter a date.

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

ASSESSOR COMMENTS

BSBPMG511 MANAGE PROJECT SCOPE

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to obtain project authorisation, develop a scope management plan, and manage the application of project scope controls.	
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.	
Assessment of task	
Name of participant:	Christine Marcek
Name of observer:	Ravi Prasad
Role of observer (Confirm suitability to sign)	National Environmental and Sustainability Manager, SWC
Email address of observer	Ravi.Prasad@seymourwhyte.com.au
Signature of observer:	
Date:	4/08/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Conduct project authorisation activities	
1.1A. Develop and confirm procedures for project authorisation with an appropriate authority.	☒
1.1B. Obtain authorisation to expend resources.	☒
1.1C. Confirm project delegations and authorities in project governance arrangements.	☒
2 Define project scope	
1.2A. Identify, negotiate and document project boundaries.	☒
1.2B. Establish measurable project benefits, outcomes and outputs.	☒
1.2C. Establish a shared understanding of desired project outcomes with relevant stakeholders.	☒
1.2D. Document scope management plan.	☒
3 Manage project scope control process	
1.3A. Implement agreed scope management procedures and processes.	☒

1.3B. Manage impact of scope changes within established time, cost and quality constraints according to change control procedures.	☒
1.3C. Identify and document scope management issues and recommend improvements for future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

Christine discussed Project Scope as applied to a current simple task/project she is working on (organisation of an Annual Project Manager Conference), as well as in relation to the theory of how project scope is applied to a civil construction project within our organisation.

Section 1:

Regarding the PM Conference, authorisation is limited directly to the General Manager for Northern Region who is the event chair and holds the budget. Christine explained how the venue choice (being different to the norm in previous years) required CEO review and approval prior to confirming the contract with the venue. Within a civil project, Christine outlined how project authorisation is identified in the pre-contracts stage and this flows through the contract award and project commencement stages, with a number of forms and procedures guiding / documenting this process, and referenced a number of system forms e.g. identifying spend limits per role type. Project plans were also noted as specifying key roles and responsibilities.

Section 2:

With project scope, Christine explained that during the PM Conference initial development meeting there was one task identified that she was not required to complete this year (agenda development) and clearly articulated how understanding what is and is not required is important to ensure time wastage is minimised, and that increased communication with new parties involved is important to keep everyone abreast of developments as they occur. For a civil project, Christine explained how project scope is identified at EOI/tender phase, clearly documented within the contract and project management plans, and noted that meetings with key stakeholders are critical in the early stages to ensure a common understanding of the project objective is achieved. This communication (formal and informal per plan requirements is essential and must continue through to project closure.

Section 3:

In terms of managing scope control process, the PM Conference has been affected by the 2020 COVID-19 pandemic as this event requires attendees from three states. The initial date had been set for July 2020 however as COVID-19 developments were most likely going to prevent a July event from going ahead the event was re-scheduled to October. Christine explained how this initial change actually had a positive impact on time and quality; increased workload from COVID-19 had led to less available time to organise for a July event, so moving the event to October lessened this time pressure enabling a more thorough venue search and more general preparation time. To eliminate cost impacts, Christine negotiated with the venue to specify an additional clause to enable full refund should the event require further re-scheduling/cancellation due to COVID-19. In a civil project, Christine noted that positive constraint changes can occur (e.g. variations added to scope allowing increased overall completion time) however due to the complex nature of works, more commonly scope changes cause conflict with the existing time, cost and quality

constraints. She detailed how management plans established at the commencement of a project outline the process for managing scope changes and noted the importance of documenting, gaining approval and updating project records e.g. critical path planning following any change. Christine commented on the assessment required to determine the best action required in response to change in order to avoid unacceptable project impacts, and linked the appropriate documentation of change to the ability to learn from issues experienced and identify improvements to implement on future, referencing the company lessons learnt and supplier evaluation databases as examples of utilising information gained during a construction project to benefit a new one.

