

BSBPMG511

MANAGE PROJECT SCOPE

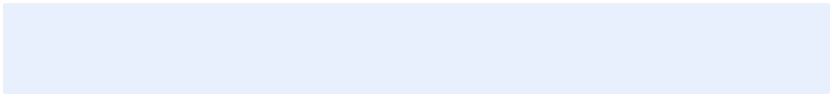
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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.
 - o 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.
 - o 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 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:	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:	2/01/2020
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

Adrian performed the aforementioned tasks well.

Project Authorisation Procedure

Any changes in scope that require project authorisation as defined in the change management procedure must be approved in writing using the Project Authorisation Form.

Authorisation Limits are as follows;

- Project Supervisor - <\$50,000
- Project Manager - <\$500,000
- Director - >\$500,000

Work is not to proceed until approval by the client via the return of the signed Project Authorisation Form.

Contractor is required to substantiate actual incurred costs prior to payment claim.

Contractor is to resubmit should the impact be greater than existing approval.

Project Authorisation Form			
Company:		Issue Date:	
Contract Representative:		Contractor Reference:	
Contract No:		Client Reference:	
Requested by:		Location:	
Subject:			
<u>Description of change:</u>			
<u>References:</u>		<u>Attachments:</u>	
<u>Labour, Material, Plant and Equipment:</u>			
Description		Hour/Unit	Cost
General Labour			
Tradesman			
Material			
Total Cost			
Client Approval:			
Comments:			
Signed:		Name: Position: Date:	

My Company Name Pty Ltd

Scope of Works

Contract:654321

Painting the door

Rev	Revision Status	Date	Prepared	Reviewed	Approved
1	Issued for construction	02/02/2028	A.Preparer	A.Reviewer	A.Approver
A	Issued for review	01/01/2028	A.Preparer	A.Reviewer	A.Approver

Painting the door

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1 OVERVIEW

1.1 Project Background

The door needs to be painted to make it look pretty again.

2 SCOPE

2.1 Work Included

The scope of painting the door includes, but is not necessarily limited to, the supply of paint/tools and other consumables, preparation of the door prior to painting, removal of any hardware require to provide access to the painters, refitting and returning the door to full operation.

2.2 Work Excluded

The scope of painting the door excludes any work on the surrounding frames unless damaged by the contractor, security while the door is removed or any replacement hardware or door furniture.

3 INSPECTION AND TESTING

3.1 Inspection expectations

Inspections by the client shall be required prior to each coat of paint or undercoat.

4 DEMOBILISATION

4.1 Demobilisation

On completion of the project the Contractor shall demobilise. Key deliverables are:

- Demobilisation of temporary facilities and all equipment.
- Clean-up and remove all construction debris from the work site.
- Contractor to submit final invoices for close-out.
- Contractual close-out.

Project Authorisation Form

Company:	My Company Name	Issue Date:	03/02/2028
Contract Representative:	A.Rep	Contractor Reference:	987456
Contract No:	654321	Client Reference:	456123
Requested by:	A.Requestor	Location:	Here
Subject:	Replacement door furniture		
<u>Description of change:</u> During removal of the door it was noticed that the door furniture had corroded and required replacement.			
<u>References:</u> A.Requestor was on site to verify the corrosion		<u>Attachments:</u> Image (corroded hinges)	
<u>Labour, Material, Plant and Equipment:</u>			
Description	Hour/Unit	Cost	
General Labour	1	50	
Trades			
Material	1	200	
Total Cost		250	
<u>Client Approval:</u>			
<u>Comments:</u> Please proceed as per recommendation Client to include door furniture to be inspected during scope realisation of future projects in lessons learnt register.			
Signed: <i>Ann Approver</i>		Name: Ann Approver Position: Supervisor Date: 03/02/2028	