

BSBPMG518 MANAGE PROJECT PROCUREMENT

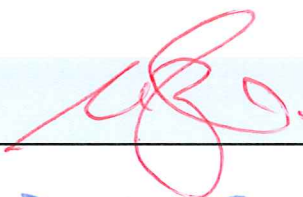
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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

MARK SZTIBEL

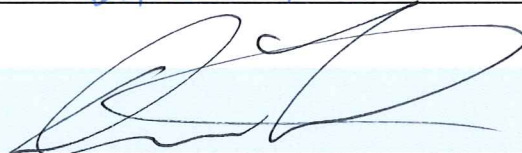
Participant signature



Assessor name

DAMIEN FRENCH

Assessor signature



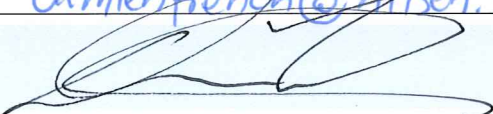
Date

Click here to enter a date.

13/1/22

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

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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:	MARK SZMBEL
Name of observer:	DAMIEN FRENCH
Role of observer (Confirm suitability to sign)	SENIOR PROJECT MANAGER
Email address of observer	damienfrench@arsen.com.au
Signature of observer:	
Date:	Click here to enter a date. 13/1/22
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

NILSENS GREENTREE PROGRAM COVERS THIS TASK

IT LISTS HOW THE MANAGERS ARE TO

- SEEK AND APPROVE SUPPLIERS
- CHECKLISTS FOR LEGISLATION AND COMPLIANCE
- PROCUREMENT
- JOB COST
- LESSONS LEARNED

ATTACHED IS GUIDE HEADLINED TO USE PACKAGE

Greentree Purchase Order Approval System

- Greentree Purchase Order Approval Process Flow
- How to Create a Purchase Order with Approvals
- How to Approve a Purchase Order
- Request Delegation of Purchasing Approval Authority

Useful Reports

- Purchasing Spend by Job Report (TS)

① PURCHASING AND JOB COSTING SOFTWARE USED

Managing the Job

- Nilsen Management Guide and Requirements
- NPC User Manual
- Nilsen Progress Claim Template
- Purchasing Spend by Job Report
- Linking Quotes to Variation Jobs

Job Close-Out

- Warranty Service Handover

Post Job Review

- Lessons Learnt Report
- Lessons Learnt Template

LESSONS LEARNT SOFTWARE USED FOR TENDERS & SUPPLIERS

Files

Title	Description
 Capital Expenditure Form	Capital Expenditure Form Rev 2.docx
Page Length 40	1

More Info 

INTERNAL PROCUREMENT FORM