

BSBPMG521

MANAGE PROJECT INTEGRATION

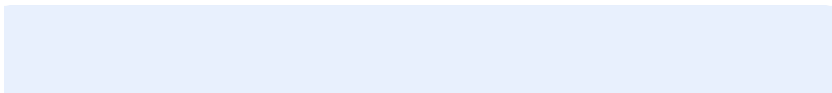
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 LEANNE PHILLIPS

Participant signature 

Assessor name _____

Assessor signature 

Date 3/10/2021

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: - Integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and - Align and track project objective to comply with organisational goals, strategies and objectives 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:	LEANNE PHILLIPS
Name of observer:	NIGEL PHILLIPS
Role of observer (Confirm suitability to sign)	NIGEL PHILLIPS HAS BEEN THE DIRECTOR OF ELECTRICAL SENSATIONS (AND IT'S PREDECESSOR ONESAFE) SINCE 2004. NIGEL IS A TRADE QUALIFIED ELECTRICIAN AND HAS A CERT IV IN BUSINESS
Email address of observer	NIGEL@ELECTRICALSENSATIONS.COM.AU
Signature of observer:	
Date:	3/10/2021
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish project	
1.1A. Identify, clarify and prepare project initiation documentation.	☒
1.1B. Identify relationship between the project and broader organisational strategies and goals.	☒
1.1C. Negotiate and document project objectives, outcomes and benefits.	☒
1.1D. Negotiate project governance structure with relevant authorities and stakeholders.	☒
1.1E. Prepare and submit project charter for approval by relevant authorities.	☒
2 Undertake project planning and design processes	
1.2A. Establish and implement a methodology to disaggregate project objectives into achievable project deliverables.	☒

1.2B.	Identify project stages, phases and structures – considering key requirements for stage completion against client requirements and project objectives.	☒
1.2C.	Analyse project management functions to identify interdependencies and impacts of constraints.	☒
1.2D.	Develop a project management plan integrating all project-management functions with associated plans and baselines.	☒
1.2E.	Establish designated mechanisms to monitor and control planned activity.	☒
1.2F.	Negotiate approval of project plan with relevant stakeholders and project authority.	☒
3 Execute project in work environment		
1.3A.	Manage the project in an established internal work environment, ensuring effective work throughout the project.	☒
1.3B.	Maintain established links to align project objectives with organisational objectives throughout the project.	☒
1.3C.	Within authority levels, resolve conflicts negatively affecting attainment of project objectives.	☒
4 Manage project control		
1.4A.	Ensure project records remained updated against project deliverables and plans at required intervals.	☒
1.4B.	Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities.	☒
1.4C.	Analyse and submit impact analysis of change requests for approval, where required.	☒
1.4D.	Maintain relevant project logs and registers accurately and regularly to assist with project audit.	☒
1.4E.	Ensure associated plans remained updated to reflect project progress against baselines and approved changes.	☒
5 Manage project finalisation		
1.5A.	Identify and allocate project finalisation activities.	☒
1.5B.	Ensure project products and associated documentation were prepared for handover to client in a timely manner.	☒
1.5C.	Finalise financial, legal and contractual obligations.	☒
1.5D.	Undertake project review assessments as input to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Establish project

Leanne has been involved in establishing smaller projects in her role. She is very good at gathering and analysing data and her negotiation skills are also OK (they will improve with practice). I've reviewed the Project Charter for her practical assessment and I think it is acceptable.

Undertake project planning and design processes

Leanne is good at brainstorming and contributes well to those types of meetings. There are a couple of minor phases that have been left out in her response to the practical assessment, mainly because she doesn't have the practical knowledge of this particular project. I think the Project Management Plan she created is OK. She has been good at monitoring progress of past projects she's work on and uses lists and software a lot to help with that.

Execute project in work environment

Leanne monitors progress of tasks well and is very structured in her approach to ensure nothing is missed or overlooked. She is very good at identifying and managing conflicts.

Manage project control

From what I have seen in the work place, Leanne is good at controlling the flow of work/projects and keeping the paperwork (reports etc...) up to date along the way. Her structured and methodical approach means things rarely slip under her radar.

Manage project finalisation

I am totally confident Leanne would manage the finalisation of a project well. Her structured approach using lists and checklists means that everything that needed to be finalised, would be. She would be okay at doing the project review at completion but would need to not take negative feedback personally.