

BSBPMG515

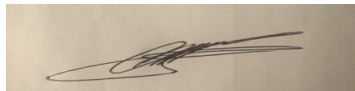
MANAGE PROJECT HUMAN RESOURCES

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.

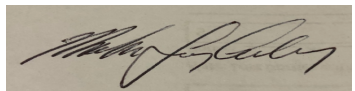
Participant name Anthony MacSweeney

Participant signature



Assessor name Mark Schierhuber

Assessor signature



Date 24/06/2020

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

ASSESSOR COMMENTS

Anthony's project planning has included human resource requirements planning in order to ensure the required competencies to complete the project tasks.

Early planning and communications with the project team ensure alignment of competencies with tasks and the required structure under which the group shall perform.

Personnel in this instance are contractors that are briefed as to the project tasks and through tender processes and feedback meet the project timeline.

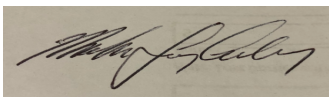
Anthony enlists Team members to the group via routine mail and on site team meetings to provide feedback and direction. Anthony's project teams are supported throughout the project and are provided both formal and informal feedback on individual and team performance in carrying out tasks and duties to meet the project timeline. Feedback on non-conformance is addressed immediately and formal assessments are recorded on the standard performance assessment documentation.

Daily and weekly meetings review performance and determine corrective actions where necessary to ensure the project remains on schedule. Where individual issues arise between contractors, Anthony initiates counselling to ensure that the overall team morale does not suffer.

Project completion is marked with numerous project and admin tasks being performed. Amongst such tasks is the completion of exit interviews with contractors to ensure that each is satisfied that project commitments have been completed in a manner suited to Anthony's business values. Records of such discussions/evaluations are retained by Anthony.

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Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage human resources related to projects – including planning for human resources, implementing personnel training and development, and managing the project team. 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, Personnel documentation.	
Assessment of task	
Name of participant:	Anthony MacSweeney
Name of observer:	Mark Schierhuber
Role of observer (Confirm suitability to sign)	General & Project Manager
Email address of observer	mark@babindasprings.com.au
Signature of observer:	
Date:	24/06/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan human resources relevant to projects	
1.1A. Determine resource requirements for individual tasks to establish required project personnel levels and competencies.	☒
1.1B. Establish project organisation and structure to align individual and group competencies with project tasks.	☒
1.1C. Allocate personnel to the project to meet planned work outputs throughout project timeline.	☒
1.1D. Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel.	☒
2 Implement project personnel training and development	
1.2A. Negotiate, define and communicate clear project role descriptions.	☒
1.2B. Identify, plan and implement ongoing development and training of project team members to support personnel and project performance.	☒
1.2C. Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.	☒
3 Lead project team	
1.3A. Implement processes and take action to improve individual performance and overall project effectiveness.	☒

1.3B.	Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale.	☒
1.3C.	Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment.	☒
1.3D.	Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives.	☒
4 Finalise human resource activities related to projects		
1.4A.	Disband project team according to organisational policies and procedures.	☒
1.4B.	Identify and document human resource issues and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Anthony commenced the project with team and individual briefings as to expectations, roles and responsibilities, supported by contractor engagement documentation.

Each day started with briefings as to the plan for day and opportunity for the team to cover any issues that may cause conflict on the job.

Given many trades and individual contractors having agendas of their own, early intervention is paramount to Anthony achieving his committed requirements to his Stakeholders.

As the entire team are contractors that are professionals in their own right, there is little requirement for Anthony to conduct any formal training, however Anthony ensures that quality, timing and statutory requirements are regularly communicated. As the project nears completion, Anthony ensured that all contractors received feedback as to their performance and timekeeping. Documentation is retained by Anthony and copies forwarded where appropriate