

BSBPMG513 MANAGE PROJECT QUALITY

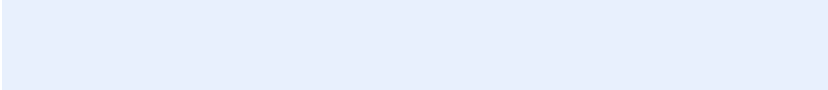
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 LEANNE PHILLIPS

Participant signature 

Assessor name _____

Assessor signature 

Date 19/02/2021

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 manage quality within projects, including: - Determining quality requirements - Implementing quality control and assurance processes - Using review and evaluation to make quality improvements in current and future 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 (including quality criteria, evidence of quality monitoring and improvement practices), Computer and appropriate software.		
Assessment of task		
Name of participant:	LEANNE PHILLIPS	
Name of observer:	NIGEL PHILLIPS	
Role of observer (Confirm suitability to sign)	BUSINESS OWNER OF 16 YEARS, MANAGER OF VARIOUS LARGE PROJECTS FOR COMMERCIAL & GOVERNMENT CLIENTS	
Email address of observer	nigel@electricalsensations.com.au	
Signature of observer:		
Date:	21/02/2021	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine quality requirements		
1.1A.	Seek input from stakeholders to determine quality objectives and standards.	☒
1.1B.	In a quality management plan, document: - Quality metrics for the project and product output - Agreed quality requirements	☒
1.1C.	Select established quality management methods, techniques and tools to resolve quality issues.	☒
1.1D.	Distribute, discuss and support quality requirements with project team and stakeholders.	☒
1.1E.	Implement agreed quality requirements as the basis for performance measurement.	☒
2 Implement quality processes		
1.2A.	Undertake a quality assurance audit of project processes for compliance with agreed plans.	☒

1.2B.	Assess quality control of project and product output according to agreed quality specifications.	☒
1.2C.	Identify causes of variance to quality metrics and undertake remedial action.	☒
1.2D.	Maintain a quality management system to enable accurate and timely recording of quality audit data.	☒
3 Implement project quality improvements		
1.3A.	Review processes and implement agreed changes continually throughout the project life cycle to ensure continuous quality improvement.	☒
1.3B.	Review project outcomes against performance requirements to determine the effectiveness of quality-management processes and procedures.	☒
1.3C.	Identify and document lessons learned and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

From the documents I have reviewed that Leanne created, I believe she is capable of determining quality requirements, implementing quality control and assurance processes and reviewing and evaluating to make quality improvements. Given that the project that she is using for this task is still in the planning phase and hasn't been officially started, some scenarios and assumptions needed to be made to gauge her understanding.