

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.
 - 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 SZYBEL

Participant signature



Assessor name

Sarah Rozema

Assessor signature





Date

Click here to enter a date. 20/05/2020

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

ASSESSOR COMMENTS

BSBPMG511 MANAGE PROJECT SCOPE

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:	MARK SZMBEL		
Name of observer:	Gordon Wallace		
Role of observer (Confirm suitability to sign)	SITE MANAGER		
Email address of observer	gordonw@adcoconstruct.com.au		
Signature of observer:			
Date:	Click here to enter a date.	20/5/2020	
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. PM CONTROLS PURCHASES	☒	
1.1C.	Confirm project delegations and authorities in project governance arrangements.	☒	
2 Define project scope			
1.2A.	Identify, negotiate and document project boundaries. WITH BUILDER	☒	
1.2B.	Establish measurable project benefits, outcomes and outputs.	☒	
1.2C.	Establish a shared understanding of desired project outcomes with relevant stakeholders. WITH BUILDER AND SITE HEALTH	☒	
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

Project authorisation
MM



A ATTACHMENT

STATEMENT OF COMPLIANCE PARAMETERS

1. Town Planning

Not applicable – Site designated

2. Building Assessment Provisions

- 2.1 The documentation for building works has been assessed against the following:
- 2.1.1 The applicable version of the Building Code of Australia is 2019 Volume 1;
 - 2.1.2 For the Base building the applicable version of the Building Code of Australia is 2009.
 - 2.1.3 Relevant parts of the Queensland Development Code (QDC) as existing in force at 3 Feb 2020.
- 2.2 Unless otherwise stated, reference to the NCC/BCA in this Statement refers to the Building Code of Australia is 2019 Volume 1.
- 2.3 Pursuant to Section 61 and 68 of Building Act 1975 the building works have been assessed against the following assessment provisions:
- 2.3.1 For specific elements of the works, Building Code of Australia (BCA) 2009 Volume 1; and the base building Fire Engineering Report prepared by Aecom.
- 2.4 Unless otherwise stated, a reference to an Australian Building Standard in this document is a reference to the revision listed in BCA 2019 Schedule 4.

3. Performance Solutions

Building Code of Australia

- 6.1 The base building design and proposed building work achieves compliance with the Performance Requirements of the BCA using a combination of Performance and Deemed-to-Satisfy (DTS) Solutions. Refer to the Statement of Reasons (Performance Solutions) in Attachment F for reports documenting the Performance Solutions that address the Performance Requirements of the BCA. The content of and conditions described in these reports form part of this Statement and must be incorporated into the building's design and construction:
- a) FER Addendum for extended travel distances reference FE-ADD-45224-004 dated 14 Jan 2020 and
 - b) Building approval under Performance based solution for Plunge Baths Reference – AR-PS-01 dated 14 Jan 2020 prepared by Harm Hollander

4. Building Description

Classification:	Part of Building	Use	Classification
	Level 12	Hospital building	Class 9a
	Level 7	Hospital building	Class 9a
Floor Area: (Approx. Total)	Level 12 affected area - 1787 m ² Level 7 Affected area – 793.31m ²		
Fire compartments: (Approx.)	Fire compartment 1 & 2 – 653.88m ² ; Fire compartment 3 & 4 – 614.35 m ² Fire Compartment 05-1443.1 m ² Largest fire compartment - <2000 m ²		
Storeys:	Within existing building Works on levels 7 and 12		
Type of Construction:	Type A		
Effective Height:	Within existing building with effective height exceeding 50m		

STAKEHOLDER BOUNDARIES

Application for Authority to Work High Risk Work



QFM #:549047

Ref No: TBA

Preliminary Check

High Risk ATW required if answered YES to any of the questions in this section – **LOW RISK ATW** can be used if NO answered to all questions

Does the work involve any Interruptions to Services?	Section 1	YES ☒	NO ☐
Does the work involve any isolations?	Section 2	YES ☒	NO ☐
Are you going to use any subcontractors?	Section 3	YES ☒	NO ☐
Is Energy Plant access required?	Section 4	YES ☐	NO ☒
Is IT or Comms Room access required?	Section 5	YES ☒	NO ☐
Does the works being undertaken require any permits?	Section 6	YES ☒	NO ☐

Engaged By:	Gordon Wallace	Phone Number:	0423 567 154
Company Name:	ADCO CONSTRUCTIONS	Company Ph:	
Supervisor Name:	Travis Leonie	Supervisor Ph:	0421911413 Night Foreman
Email Contact	Travis Leinonen <travisl@adcoconstruct.com.au>	Out of Hours Works:	YES: ☒ NO: ☐
Work Start:	25/05/20 6.30AM	Work Finish:	29/05/20 18.00 PM
Location of Works:	QCH Level 7		

Contractor to provide exact location to verify impact on clinical operation

Contractor to provide supporting documents e.g. schedule, drawings, project plan to assess impact on clinical operation

Detailed Description of Work

Task #	Description
	Sheeting Walls. – Library space – day works
	Setting and sanding. – Library space – day works
	Sprinkler fit off. – Library space – Night works
	Install High level duct and fit off VAVs – Library & hallway space – night works
	Re-instate ceiling panels. – Library hallway space – night works

Personnel

List the names of all the personnel (including subcontractors) that will come to the site			Induction Check (Office Use Only)
First name	Last name	Site Induction Number	
Lloyd	Wallace	0014	☒
Mark Szybel	Szybel	0013	☒
			☐
Travis	Leinonen		☒
Gordon	Wallace		☒
Paul	Edwards		☒
Kyle	Johnston		☒
			☐
			☐
			☐

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Section 3 Subcontractors		The subcontractor requires CHQ approval / registration before accessing the site	Not Applicable ☐
Contractors / Company Name	Contact Details	Site Induction Number	Approval Check (Office Use Only)
As above			☐
			☐
			☐
			☐

Section 4 Energy Plant Access			Not Applicable ☐
Date	System	Start Time	End Time
	NA		

Section 5 IT or Comms Room Access			Not Applicable ☐
Date	Location	Start Time	End Time
	Level 7		

Section 6 Supporting Permit Summary				Not Applicable ☐
Date	Permit Type	Location of Interruption	Start Time	End Time

High Risk ATW Approvals			
	Name	Signature	Date
Requestor (PH) / Works Supervisor:	Gordon Wallace		
Requestor (PI) Honeywell/Medirect/CHQ Approval:	Graeme Smithers		22/05/2020
Honeywell CHEP Supervisor	NA		
CHQ Hard FM Coordinator:	NA		
Area Approval (if required)	NA		
Infection Control NUM (if required)	NA		
Security (if required)			
CHQ ICT (if required)	NA		

QFM Job No:

Date: 22/5/20

Section 1: Identification and location of work area

Equipment to be Isolated	GPOs and lights in zone A L12
Location of Equipment	Walls and ceilings Stand alone nib walls
Work to be Performed	Disconnect GPOs and Lights. Remove cabling and make safe.

Energy Sources

☒ Electrical	☐ Machine	☐ Thermal	☐ Chemical	☐ Gas
☐ Hydraulic	☐ Stored	☐ Pneumatic	☐ Other:	

Section 2: Isolation Steps

List all energy sources and their isolation point, use the table above to assist in identifying all sources.

Energy Source	Isolation Point	Operation		Lock No.	Removed
		On/Off	Open/Close		
Electrical	DBN 12.5.4C. A CB 1 LIGHT			12.1	
Electrical	DBN 12.5.4C. A CB 2 LIGHT			12.2	
Electrical	DBN 12.5.4C. A CB 3			12.3	
Electrical	DBN 12.5.4C. A CB 4			12.4	
Electrical	DBN 12.5.4C. A CB 5			12.5	
Electrical	DBN 12.5.4C. A CB 6			12.6	
Electrical	DBN 12.5.4C. A CB 7			12.7	
Electrical	DBN 12.5.4C. A CB 8			12.8	
Electrical	DBN 12.5.4C. A CB 9			12.9	
Electrical	DBN 12.5.4C. A CB 10			12.10	
Electrical	DBN 12.5.4C. A CB 11			12.11	
Electrical	DBE 17.5.4B CB 1 LIGHT			12.E1	
Electrical	DBE 17.5.4B CB 95 ESS PWR			12.E2	

Section 3: Certification of Isolation Permit

(To be completed by the person performing the isolation before work has commenced) I hereby certify that all of the isolation steps listed above have been performed, checked and have been tested.



LCE Queensland Pty Ltd
P.O. Box 749
Springwood
Qld 4127 Australia
Ph. +61 7 32092422

MAIL TYPE
Response to RFI

MAIL NUMBER
LCEQLD-RTRFI-000004

REFERENCE NUMBER
LCEQLD-RFI-000001

Fwd: over length communications cables L7

From: Mr Mark Szybel - LCE Queensland Pty Ltd
To: Mr Sean Dickson - LCE Queensland Pty Ltd
Sent: Tuesday, 26 May 2020

DETAILS

Question/Description: Over length and unusable data cables Level 7
Response: As per below

MESSAGE

FYI

Scope change
extract
Additional time
Additional cost
Additional Labour
MS

From: P Noonan
Sent: 26/05/2020 9:13:31 AM AEST (GMT +10:00)
To: Nicholas Herps, Saun Maharjan, Graeme Smithers
Cc: Bonnie Craven, John Ragen, Gordon Wallace, Stefan Hartweg, Peter Mossler, Katlyn Pinches, Mark Szybel, Ashley Holm
Mail Number: WGE.-RTRFI-000032
Subject: Re: over length communications cables L7

Question/Description: Over length and unusable data cables Level 7

Response: As per below

Hi Nicholas,

Please find attached as discussed the cable pathway for reticulation of communications services to the Large Training Room 07.2.344 (all data outlets to be routed to Communications Room B).

Ensure separation from other services as per all applicable standards are maintained throughout and cable tray does not impede access to other services (mechanical access hatches and the like).

Kind Regards,

Patrick Noonan

Electrical Engineer

Office: +61 7 3811 4500

Direct: +61 7 3811 4604

To: Nicholas Herps, Saun Maharjan, Graeme Smithers

CC: Bonnie Craven, John Ragen, Gordon Wallace, Stefan Hartweg, Peter Mossler, Katlyn Pinches, Mark Szybel, Ashley Holm

Mail Number: WGE.-RTRFI-000030

Subject: Re: over length communications cables L7

Question/Description: Over length and unusable data cables Level 7

Response: As per below and original responses - we still need a little more information

Hi Nicholas,

Unfortunately, the below didn't get us to where we needed.

We will definitely need a site discussion and inspection to close this item out as the information below is not consistent whilst appears to be unclear on the rooms/points/layouts as the numbers do not align. We have commented below for record, but ultimately more information is needed, which can be discussed on site.

Presently understood is as follows:

- Cable tray pathways to Communications Room A and Communications Room C are deemed at capacity.
- No cable pathways existing to Communications Room B.
- Contractor has identified somewhere between 92 and 96 new cables (quantity of re-used/redundant unknown).
- Contractor deems removal of old cables as not advised.

Please arrange for a site walk around on Monday 25th May at 9:30am as discussed and try to ensure we have access to all the paths around level 7 to determine the most appropriate solution. If necessary we will inquire with the Services Team to provide access to any areas not available (e.g. doctors lounge). Also, please include in the invite Stefan Hartweg, Peter Mossler and Graeme Smithers, should they desire attending along with any other relevant persons.

Kind Regards,

Patrick Noonan

Electrical Engineer

Office: +61 7 3811 4500

Direct: +61 7 3811 4604

Patrick.Noonan@stantec.com

Wood & Grieve Engineers now part of Stantec

Level 2, 232-236 St Pauls Terrace

Brisbane Queensland 4006



From: N Herps

Sent: 22/05/2020 11:38:19 AM AEST (GMT +10:00)

To: Saun Maharjan, Graeme Smithers, Patrick Noonan

CC: Bonnie Craven, John Ragen, Gordon Wallace, Stefan Hartweg, Peter Mossler, Katlyn Pinches, Mark Szybel

Mail Number: ADCO Con-RTRFI-000030

HOW CAN WE ONLY NEED 32 NEW CABLES, BUT ALSO NOT BE RE-USING 26 OUTLETS (WE NEED 58 POINTS TOTAL - WHERE ARE THE OTHER 26?)

- To Comms Room A - based on mark up attached there are 57 points total
 - **27** existing cables to be re-used (**Error - based on the below new points and total on the plans, we need 27 existing?**) please clarify what the error is?? we do not understand
- Full removal of the further **-3** existing cables (**Error**) please clarify what the error is?? we do not understand

57 OUTLETS NEEDED, 30 NEW (57-30 = 27 MISSING) - WE ASSUMED EXISTING?

WE ARE ONLY AWARE OF 24 EXISTING CABLES FROM COMMS ROOM A TO THIS AREA? WHERE ARE THE OTHER 3 COMING FROM?

- 30 new cables to be installed - correct
- **Only 24 cables exist to the area from Comms Room A**
 - **How many are re-used?** - LCE note, 27 reused
 - **How many removed?** - none have been removed - left in position

AS ABOVE, UNCLEAR.

To provide a direction we will need all three points above answered in full, comments below in **Violet** confirmed and exact details so we can assess the numbers accurately. We also need to ensure we definitely removing all old cabling as cable trays cannot have redundant services left in them (eHITS is concerned that old cables may be left in trays). LCE & ADCO have provided as much clarity as possible, please provide revised Design.

THERE IS NOT SUFFICIENT INFORMATION TO DETERMINE APPROPRIATE SOLUTION. WE ARE NOT CLEAR ON:

- EXISTING CABLES RE-USED AND WHERE THEY RUN TO-FROM
- EXISTING CABLES NOT RE-USED (REDUNDANT) AND WHERE THEY RUN TO-FROM
- NEW CABLES FOR EACH AREA (CONTRADICTIONS BETWEEN MARK AND NICHOLAS)

If you need assistance to understand the information required, please contact me via the mobile below to ensure we are all on the same page to provide the quickest and simplest solution. we believe a site meeting will bring this to a logical conclusion

IF INFORMATION ABOVE WAS NOT CLEAR, WE WILL NEED TO CONFIRM ALL THE REQUIRED INFORMATION MONDAY MORNING, PLEASE HAVE THIS INFORMATION AVAILABLE.

responses to the items queried in **Violet**

Our data contractor today has traced any usable cables from A and C comms rooms including the smaller training room behind reception and relocated to final locations where possible. The final count leaves us with the need for an additional 32 x cables to comms room C

Confirm, the site originally had 45 outlets to Comms Room C, leaving 12 Spare from our works in Comms Room C? Confirmed

30 X cables to comms room A from 07.2.343. (Essentially shifting the demarcation line so A picks up over length C)

Confirm, believe these should be the Left side of 07.2.344 - large training room to the four desks on the left side labelled C084 to C115? Please use LCE revised demarcation mark up for the new design

MARK UP RECEIVED ON LAST ACONEX SHOWED A LINE DOWN THE CENTRE OF 07.2.344, NOT THE NOTED 07.2.343 AS ABOVE. NO REVISED MARK UP ON THIS RFI, STILL NOT CLEAR.

Confirm, does this include the need to change C033 for the display screen? This needs to originate from the same Comms Room as the other screen and preferably the teachers desk. this can be included into the new demarcation line

THE REQUEST WAS FOR CONFIRMATION, IS THIS OVER 90M?

WE DO NOT WANT TO MOVE THIS IF NOT NECESSARY.

34 x cables to comms room A from 07.2.311. The cables directly along the corridor terminated on the wall are too short to feed the 3 desks so cables were dragged back from the other side of the room and new ones to be pulled.

THIS IS CONTRADICTED ABOVE, STATING ONLY 30 NEW CABLES.

Understood, so re-using 14 cables and removing 19 cables. removing cables not advised

NOTE: REMOVING REDUNDANT CABLES IS A REQUIREMENT AS PER AUSTRALIAN STANDARDS AND THE CONTRACT DOCUMENTS, THIS WILL NEED TO BE HANDLED SEPARATELY AS TO THE JUSTIFICATION FOR NOT COMPLYING.

Just as an FYI the outlets marked C076-C083 on our plan were wheeled off and run in at roughly 86m from C and 84m from A so that demarcation definitely needs to shift.

Confirm, are these in excess of 90m or will they be <90m? Confirmed below 90m Meter as per the above statement

ACCEPTED

Confirm, Does this add 8 more points to the above 30 new to data points to be routed to Comms Room A? No this does not

ACCEPTED

- To Comms Room A - based on original plans there are 48 points total
 - 14 existing cables to be re-used
 - Full removal of the further 22 existing cables (**Confirm**)
 - 34 new cables to be installed

Multiple Rooms - Please ensure you are quantifying all totals accurately for all spaces

(Library & Meeting Rooms 07.2. 345 - 346=28points; Small Training Room 07.2.343=25points; Large Training Room 07.2.344=62points).

- To Comms Room C - based on mark up attached there are 58 points total
 - 26 existing cables to be re-used (**Confirm**)
 - Full removal of the further 19 existing cables (45 total existing)
 - 32 new cables to be installed
- To Comms Room A - based on mark up attached there are 57 points total
 - **27** existing cables to be re-used (**Error - based on the below new points and total on the plans, we need 27 existing?**)
 - Full removal of the further **-3** existing cables (**Error**)
 - 30 new cables to be installed
 - **Only 24 cables exist to the area from Comms Room A**
 - **How many are re-used?**
 - **How many removed?**

To provide a direction we will need all three points above answered in full, comments below in **Violet** confirmed and exact details so we can assess the numbers accurately. We also need to ensure we definitely removing all old cabling as cable trays cannot have redundant services left in them (eHiTS is concerned that old cables may be left in trays).

If you need assistance to understand the information required, please contact me via the mobile below to ensure we are all on the same page to provide the quickest and simplest solution.

Kind Regards,

Patrick Noonan

Electrical Engineer

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Direct: +61 430 923 131

Patrick.Noonan@stantec.com

Wood & Grieve Engineers now part of Stantec

Level 2, 232-236 St Pauls Terrace

Brisbane Queensland 4006



From: N Herps

Sent: 21/05/2020 8:21:01 AM AEST (GMT +10:00)

To: Saun Maharjan

Cc: Bonnie Craven, John Ragen, Gordon Wallace, Stefan Hartweg, Peter Mossler, Katlyn Pinches, Graeme Smithers, Patrick Noonan

Mail Number: ADCO Con-RFI-000038

Subject: Fwd: over length communications cables L7

Confirm, are these in excess of 90m or will they be <90m?

Confirm, Does this add 8 more points to the above 30 new to data points to be routed to Comms Room A?

They have also let me know that some outlets because they have been relocated to suit the usable lengths wont be sequentially numbered on the outlets if that's an issue.

Understood, part of re-using services and not an issue (best we can where possible). Need to ensure the outlets numbers are accurately captured on As-Built layouts to match labelled outlets in the field.

Let me know if you need any further info and I will be happy to assist

Mark Szybel
Project Manager
LCE Queensland
0427 608 467