

BSBPMG512 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 Bozema

Assessor signature  

Date Click here to enter a date. 18/5/20

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

ASSESSOR COMMENTS

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Practical Task 1

Description of task:

A suitable observer is to verify the participant's ability to determine and implement a project schedule, and assess time management outcomes.

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, Computer, Project Management software.

Assessment of task

Name of participant:	MARK SZYBEL	
Name of observer:	Gordon Wallace	
Role of observer (Confirm suitability to sign)	Site manager - Managing contractor	
Email address of observer	gordonw@adcoconstruct.com.au.	
Signature of observer:		
Date:	Click here to enter a date. 18/5/20	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine project schedule		
1.1A. Develop work breakdown structure with sufficient detail to enable effective planning and control.		☒
1.1B. Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables.		☒
1.1C. Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks.		☒
1.1D. Contribute to achieving an agreed schedule baseline and communication of the schedule to stakeholders.		☒
2 Implement project schedule		
1.2A. Implement mechanisms to measure, record and report progress of activities according to agreed schedule.	HAMMERTECH SCHEDULE PROGRAM	☒
1.2B. Conduct ongoing analysis to identify baseline variance.		☒
1.2C. Analyse and forecast impact of changes to the schedule.		☒
1.2D. Review progress throughout project life cycle and implement agreed schedule changes.		☒

1.2E. Develop responses to potential or actual schedule changes and implement them to maintain project objectives.	☒
3 Assess time management outcomes	
1.3A. Review schedule performance records to determine effectiveness of time management activities.	☒
1.3B. Identify and document time management issues and recommend improvements. DATA CONTRACTOR ISSUES WITH TIME	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

- Assisted in the development of program timeframes
- Accurately reported works and slippage
- Performed weekly site meetings.
- Assisted in the change of scope with data contractor

Work Area : LEVEL 07
Foreman : Gordan Wallace 0423 567 154

Week No : 5

Scheduled Work - Critical Path

Scheduled Work

Non Workday

ID	Activity	Start	Finish	Days	Trade	Week 5							Week 6							Week 7							Comments
						1/6	2/6	3/6	4/6	5/6	6/6	7/6	8/6	9/6	10/6	11/6	12/6	13/6	14/6	15/6	16/6	17/6	18/6	19/6	20/6	21/6	
						Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
1	NEW WORKS																										
2	Services Roughin (pending approval from QCH)	25-May-20	05-Jun-20	10	LCE																						
3	Sheet Set Sand (pending services)	28-May-20	09-Jun-20	9	Inspired Building																						NIGHTWORKS/ End of Shift Clean
4	Install New Ceiling	01-Jun-20	02-Jun-20	2	Inspired Building																						
5	Door Delivery	03-Jun-20	03-Jun-20	1	AAFD																						
6	Joinery Items	08-Jun-20	09-Jun-20	2	City Joiners																						
7	Whiteboards	09-Jun-20	09-Jun-20	1	John Barnes																						
8	Painting Works	09-Jun-20	11-Jun-20	3	BBC Painting																						
9	Install Glazing Panel & Aluminium Frame	15-Jun-20	16-Jun-20	2	Argus Vision																						
10	Install Door	17-Jun-20	18-Jun-20	2	Argus Vision																						
11	Signage Install	17-Jun-20	18-Jun-20	2	ASSA																						
12	Level 7 Final Clean	19-Jun-20	19-Jun-20	1																							
13																											
14	CEILING WORKS OUTSIDE HOARDINGS																										
15	New High Level Services	01-Jun-20	02-Jun-20	2	AG Coombs																						
16	VAV's arrive	01-Jun-20	02-Jun-20	2	AG Coombs																						NIGHTWORKS/ End of Shift Clean
17	Reinstate Grilles	03-Jun-20	03-Jun-20	1	AG Coombs																						
18	Reinstate Ceilings	03-Jun-20	04-Jun-20	2	Inspired Building																						NIGHTWORKS/ End of Shift Clean
19	Reinstate Ceiling Services	04-Jun-20	05-Jun-20	2	LCE																						NIGHTWORKS/ End of Shift Clean
20																											
21																											