

## BSBPMG512 MANAGE PROJECT SCOPE

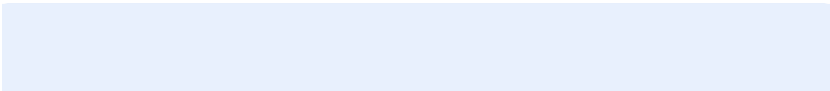
### PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 Darren O'Connor

Participant signature 

Assessor name \_\_\_\_\_

Assessor signature 

Date [Click here to enter a date.](#)

| Number of tasks | Number of tasks completed | Satisfactory?            |                          |
|-----------------|---------------------------|--------------------------|--------------------------|
|                 |                           | Yes                      | No                       |
| 1               | 1                         | <input type="checkbox"/> | <input type="checkbox"/> |

### ASSESSOR COMMENTS

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| Practical Task 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Description of task:</b><br>A suitable observer is to verify the participant's ability to determine and implement a project schedule, and assess time management outcomes.<br><br>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. |                                                                                     |                                                                                 |
| <b>Resources required:</b><br>Project documentation, Computer, Project Management software.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                     |                                                                                 |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |                                                                                 |
| <b>Name of participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Darren O'Connor                                                                     |                                                                                 |
| <b>Name of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Simon Ke                                                                            |                                                                                 |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Simon Ke Senior project Engineer – Delta Group                                      |                                                                                 |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Simon.ke@dletagroup.com.au                                                          |                                                                                 |
| <b>Signature of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                 |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 10/08/2020                                                                          |                                                                                 |
| <b>When completing the task, did the participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     | <b>Tick if satisfactorily completed.<br/>Provide comments if left unticked.</b> |
| 1 Determine project schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |                                                                                 |
| 1.1A. Develop work breakdown structure with sufficient detail to enable effective planning and control.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     | <input checked="" type="checkbox"/>                                             |
| 1.1B. Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     | <input checked="" type="checkbox"/>                                             |
| 1.1C. Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     | <input checked="" type="checkbox"/>                                             |
| 1.1D. Contribute to achieving an agreed schedule baseline and communication of the schedule to stakeholders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                     | <input checked="" type="checkbox"/>                                             |
| 2 Implement project schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                     |                                                                                 |
| 1.2A. Implement mechanisms to measure, record and report progress of activities according to agreed schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     | <input checked="" type="checkbox"/>                                             |
| 1.2B. Conduct ongoing analysis to identify baseline variance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     | <input checked="" type="checkbox"/>                                             |
| 1.2C. Analyse and forecast impact of changes to the schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     | <input checked="" type="checkbox"/>                                             |
| 1.2D. Review progress throughout project life cycle and implement agreed schedule changes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     | <input checked="" type="checkbox"/>                                             |

|                                                                                                                               |                                     |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1.2E. Develop responses to potential or actual schedule changes and implement them to maintain project objectives.            | <input checked="" type="checkbox"/> |
| <b>3 Assess time management outcomes</b>                                                                                      |                                     |
| 1.3A. Review schedule performance records to determine effectiveness of time management activities.                           | <input checked="" type="checkbox"/> |
| 1.3B. Identify and document time management issues and recommend improvements.                                                | <input checked="" type="checkbox"/> |
| The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory |                                     |

### OBSERVER COMMENTS

Showed a good understanding of the project schedule and forecasting of changes to the schedule