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 XI KE

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	☐	☐

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:	XI KE
Name of observer:	Darren O'Connor
Role of observer (Confirm suitability to sign)	Project Manager – Delta Group
Email address of observer	darren.oconnor@deltagroup.com.au
Signature of observer:	
Date:	12/08/2020

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

XI KE (Simon) looked after the Hotel Jen drop chute base construction project. The following has been observed while he was completing the project.

1. An ITP has been developed by Simon and was approved by Client (CBGU).
2. A site engineer has been assigned by Simon to complete the ITP as the project progresses to ensure that all standards were met.
3. Hold points where engineer and client inspection are required have been communicated to the site team and were followed as per ITP requirements.
4. No witness point or hold points were missed.
5. No quality issues were found in the project.
6. ITP was signed off by the client.