

BSBPMG519

MANAGE PROJECT STAKEHOLDER ENGAGEMENT

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted 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 Jack Clarke

Participant signature

J. Clarke

Assessor name

Assessor signature

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

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

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Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage stakeholder relationships.	
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.	
Assessment of task	
Name of participant:	Jack Clarke
Name of observer:	Brian Dencher
Role of observer (Confirm suitability to sign)	Current Project Manager
Email address of observer	Brian.Dencher@programmed.com.au
Signature of observer:	
Date:	14/04/2021
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify and address stakeholder interests	
1.1A. Identify stakeholders relevant to project objectives.	☒
1.1B. Segment stakeholder interests and determine forms of engagement	☒
1.1C. Consider interests of stakeholders when considering and advising on project management issues.	☒
1.1D. Identify and implement actions to address differing interests where required.	☒
2 Manage effective stakeholder engagement	
1.2A. Support development of team members' interpersonal skills in effective stakeholder engagement.	☒
1.2B. Distribute team work effectively to ensure defined project roles are followed.	☒
1.2C. Identify and clarify stakeholder behavioural expectations, where required.	☒
1.2D. Openly lead stakeholder performance reviews.	☒
1.2E. Identify and address individual development needs and opportunities to support stakeholder engagement.	☒

3 Manage stakeholder communications	
1.3A. Determine and document stakeholder communication needs.	☒
1.3B. Ensure relevant stakeholders agree to communication method, content and timing of engagement.	☒
1.3C. Communicate information as planned and in line with authority levels, identifying and addressing variances.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

This was simulated task whereby Jack completed a stakeholder identification and requirements matrix within PET's management plan for a project. This involved active discussion as to what is expected and required by a programmed staff member toward project stakeholders.

Together we outlined the process involved for engaging and determining the individual needs of each stakeholder. Over several past projects we discussed how these differed however remained similar in nature.

To complete this practical task Jack was given the job of reviewing a supplier (project stakeholder) which we have used in the past and will use for an upcoming project. This included providing feedback to the stakeholder in person.