

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 Lakshmi Harikrishnan

Participant signature



Assessor name

Assessor signature

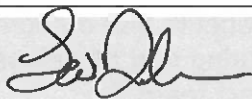


Date 11/10/2020

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
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:	Lakshmi Harikrishnan
Name of observer:	Sean Davidson
Role of observer (Confirm suitability to sign)	Contracts & Procurement Manager
Email address of observer	Sean.Davidson@cbgujv.com.au
Signature of observer:	
Date:	12/10/2020
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.	☒
1.1C. Confirm project delegations and authorities in project governance arrangements.	☒
2 Define project scope	
1.2A. Identify, negotiate and document project boundaries.	☒
1.2B. Establish measurable project benefits, outcomes and outputs.	☒
1.2C. Establish a shared understanding of desired project outcomes with relevant stakeholders.	☒
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

1 Conduct project authorisation activities:

- Lakshmi has obtained project authorisation through preparation of RFA for the waste management package.
- Lakshmi has identified and confirmed project delegations and authorities in project governance arrangements within her assigned tasks.

2 Define project scope:

- Identified, negotiated, developed and documented project boundaries by liaising with internal and external stakeholders - to include:
 - Program
 - Scope of works
 - Drawings
 - Pricing Schedule
- Established measurable project benefits and outcomes. This has been demonstrated by Lakshmi by ensuring that all risk aspects are incorporated and discussed with the wider project team.
- In order to develop Scope Management Plan, Lakshmi has ensured that she has included all inclusions, exclusions, deliverables, schedules, agreed cost, quality requirements, approval matrix. This will enable a clear understanding of the define scope requirements for the Scope Management Plan.

3 Manage project scope control process:

- Lakshmi has implemented and worked closely with site management team to ensure that all agreed change management procedures and processes are implemented and introduced to the scope Management Plan. In order to do so, she has developed and maintained the change management tracker.
- To ensure that costs are monitored and controlled, Lakshmi has managed to implement a system that controls scope creep within established time, cost and quality constraints according to change control procedures.
- All documents are documented indicating all changes for future reference.