

BSBPMG511

MANAGE PROJECT SCOPE

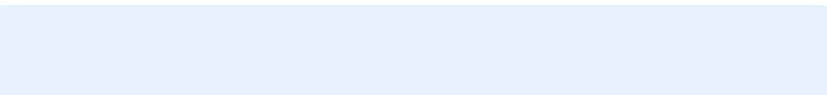
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 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 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:	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:	5/08/2020
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

XI KE (Simon) has been managing the Hotel Jen drop chute base construction project. He has completed the following tasks throughout the project and has successfully delivered the project.

1. An issue for construction drawing has been finalised.
2. A list of material required has been prepared and quotes obtained.
3. Purchase order has been raised and approved by the project manager.
4. Client Permit to load procedure has been followed and permit approved by the client prior to project commencing.
5. A program has been developed and communicated to the site supervisor.
6. A few changes has been made due to new site findings which were different to conditions in the original design.
7. All changes were documented and approved by both the RPEQ engineer and client.