

BSBPMG426

APPLY PROJECT RISK MANAGEMENT TECHNIQUES

PRACTICAL ASSESSMENT

Participant name	Lucy Muston
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FOR THE PARTICIPANT
Instructions - The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. - The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. - You must complete all tasks unassisted by the Assessor or other personnel unless the steps note this assistance. - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. - For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions - The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance. - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task. - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards. - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types). - All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments). - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved. - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1 (Occasion 1)	Select Date.	☐ Workplace ☐ Simulation		☐	☐
Task 1 (Occasion 2)	Select Date.	☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Provide detail
1.1A.	Specify (✓) project deliverables identified: ☐ Engineering report/s ☐ Product quality enhancement ☐ Proposal document/s ☐ Drawings ☐ Design documents ☐ Plans ☐ Specifications ☐ Site investigation report ☐ Design review/s ☐ Progress reports ☐ Other (please specify):
1.1A.	Specify project objectives identified:
1.1A.	Specify (✓) project resources identified: ☐ Finances/Capital ☐ Timeframe including deadlines ☐ Expertise ☐ Human Resources ☐ Machinery/Equipment/Tools ☐ Reporting and recording documents ☐ Policies and procedures ☐ Other (please specify):
1.1D. 1.1H. 1.1B.	Specify (✓) relevant personnel worked with when determining, developing and implementing risk-analysis methods, techniques, strategies, reporting and tools to be applied: ☐ Expert ☐ Accountant/Accounts Dept. ☐ CEO/ Project manager ☐ Quality manager ☐ Quality team ☐ Project management team ☐ Employees ☐ Contractors ☐ Client ☐ Other (please specify):
1.2A.	Specify actual and potential risks monitored:

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1	
1.2B.	Specify opportunities and changing environment identified:
1.2C.	Specify how project manager was advised of changing circumstances: ☐ Face to face ☐ Documented report. ☐ Memo ☐ Email ☐ Text message ☐ Telephone ☐ Other (please specify):
1.3A.	Specify (✓) relevant personnel worked with when applying corrective action on risks: ☐ Expert ☐ Accountant/Accounts Dept. ☐ CEO/ Project manager ☐ Quality manager ☐ Quality team ☐ Project management team ☐ Employees ☐ Contractors ☐ Client ☐ Other (please specify):
1.4C.	Specify (✓) who was contacted for feedback: ☐ External expert ☐ Accountant/Accounts Dept. ☐ CEO/ Project manager ☐ Quality manager ☐ Quality team ☐ Project management team ☐ Employees ☐ Contractors ☐ Client ☐ Other (please specify):
1.4F.	Specify changes made to project management techniques based on feedback:

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Details
1.1A.	Specify (✓) project deliverables identified: ☐ Engineering report/s ☐ Product quality enhancement ☐ Proposal document/s ☐ Drawings ☐ Design documents ☐ Plans ☐ Specifications ☐ Site investigation report ☐ Design review/s ☐ Progress reports ☐ Other (please specify):
1.1A.	Specify project objectives identified:
1.1A.	Specify (✓) project resources identified: ☐ Finances/Capital ☐ Timeframe including deadlines ☐ Expertise ☐ Human Resources ☐ Machinery/Equipment/Tools ☐ Reporting and recording documents ☐ Policies and procedures ☐ Other (please specify):
1.1D. 1.1H. 1.1B.	Specify (✓) relevant personnel worked with when determining, developing and implementing risk-analysis methods, techniques, strategies, reporting and tools to be applied: ☐ Expert ☐ Accountant/Accounts Dept. ☐ CEO/ Project manager ☐ Quality manager ☐ Quality team ☐ Project management team ☐ Employees ☐ Contractors ☐ Client ☐ Other (please specify):
1.2A.	Specify actual and potential risks monitored:
1.2B.	Specify opportunities and changing environment identified:
1.2C.	Specify how project manager was advised of changing circumstances: ☐ Face to face ☐ Documented report. ☐ Memo ☐ Email ☐ Text message ☐ Telephone ☐ Other (please specify):
1.3A.	Specify (✓) relevant personnel worked with when applying corrective action on risks: ☐ Expert ☐ Accountant/Accounts Dept. ☐ CEO/ Project manager ☐ Quality manager ☐ Quality team ☐ Project management team ☐ Employees ☐ Contractors ☐ Client ☐ Other (please specify):
1.4C.	Specify (✓) who was contacted for feedback: ☐ External expert ☐ Accountant/Accounts Dept. ☐ CEO/ Project manager ☐ Quality manager ☐ Quality team ☐ Project management team ☐ Employees ☐ Contractors ☐ Client ☐ Other (please specify):
1.4F.	Specify changes made to project management techniques based on feedback:

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Practical Task 1 (2X)

Description of task:

The participant must demonstrate the skills and ability to apply project risk management techniques during two (2) different projects including the following points. *Documented evidence of all criteria must be presented (templates (HO1) available for use if required)*

- Assist with risk analysis and planning
 - Identify the project deliverables, objectives and resources.
 - Determine potential and actual risks of project.
 - Prioritise potential and actual risks of project, and advise project manager (*Project Risk Prioritisation Worksheet/Template available*).
 - Work with relevant personnel to determine risk-analysis methods, techniques and tools to be applied.
 - Work with relevant personnel when developing risk management strategies, approaches and plans according to organisational policies and procedures (*templates available*).
 - Work with relevant personnel to develop and implement risk-reporting mechanisms.
- Review risks and execute risk-control activities
 - Monitor actual and potential risks according to agreed project and risk management plans.
 - Identify opportunities and changing environment for project activities.
 - Advise project manager of changing circumstances. (*templates available*).
 - Contribute to amending project and risk management plans and confirming plans reflect the changing environment. (*templates available*).
 - Contribute to reporting opportunities for risk control. (*templates available*).
- Develop contingency plan
 - Work with relevant personnel to apply corrective action on risks according to risk management plan and delegated authority.
 - Work with relevant personnel to review contingency plans on an ongoing basis.
 - Confirm tasks allocated to individuals and teams are agreed with supervisor before implementation.
 - Apply and monitor risk-contingency measures.
- Contribute to assessing risk management outcomes
 - Contribute to ongoing review of project outcomes and determine effectiveness of risk management activities.
 - Seek feedback and identify risk management issues.
 - Report risk management issues and responses to relevant stakeholders.
 - Make changes to project management techniques based on feedback received.

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 (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Workplace or supplied project risk management templates; Project and project team/s; relevant stakeholders; Risk management policies and procedures.

Observer details	
Name of observer:	BERNARD TRAVERS
Role of observer (Confirm suitability to sign)	PROJECT MANAGER
Email address of observer	BERNIE@GABRIELLI CONSTRUCTION.COM
Signature of observer:	
Date:	Select Date. 9.7.2024

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1 Assist with risk analysis and planning		
1.1A. Identify the project deliverables, objectives and resources.	☒	☒
1.1B. Determine potential and actual risks of project. (<i>Project Risk Prioritisation Worksheet/Template available</i>).	☒	☒
1.1C. Prioritise potential and actual risks of project, and advise project manager (<i>Project Risk Prioritisation Worksheet/Template available</i>).	☒	☒
1.1D. Work with relevant personnel to determine risk-analysis methods, techniques and tools to be applied.	☒	☒
1.1E. Work with relevant personnel when developing risk management strategies, approaches and plans according to organisational policies and procedures (<i>templates available</i>).	☒	☒
1.1F. Participate in a range of verbal exchanges using clear language and non-verbal features to provide relevant information.	☒	☒
1.1G. Use active listening and questioning techniques to elicit views and opinions of others.	☒	☒
1.1H. Work with relevant personnel to develop and implement risk-reporting mechanisms (<i>templates available</i>).	☒	☒
1.1I. Take responsibility of own role in terms of its contribution to broader goals of work environment.	☒	☒
1.1J. Cooperate and collaborate well with others to achieve shared goals.	☒	☒
2 Review risks and execute risk-control activities		
1.2A. Monitor actual and potential risks according to agreed project and risk management plans.	☒	☒
1.2B. Identify opportunities and changing environment for project activities.	☒	☒
1.2C. Advise project manager of changing circumstances. (<i>templates available</i>).	☒	☒
1.2D. Contribute to amending project and risk management plans and confirming plans reflect the changing environment. (<i>templates available</i>).	☒	☒
1.2E. Contribute to reporting opportunities for risk control. (<i>templates available</i>).	☒	☒
1.2F. Sequence and schedule required tasks and activities in an appropriate order.	☒	☒
1.2G. Manages communication with stakeholders according to agreed plan.	☒	☒

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
3 Develop contingency plan		
1.3A. Work with relevant personnel to apply corrective action on risks according to risk management plan and delegated authority.	☒	☒
1.3B. Apply corrective action on risks according to risk management plan and delegated authority.	☒	☒
1.3C. Participate in a range of verbal exchanges using clear language and non-verbal features to provide relevant information.	☒	☒
1.3D. Use active listening and questioning techniques to elicit views and opinions of others.	☒	☒
1.3E. Work with relevant personnel to review contingency plans on an ongoing basis.	☒	☒
1.3F. Confirm tasks allocated to individuals and teams are agreed with supervisor before implementation.	☒	☒
1.3G. Apply and monitor risk-contingency measures.	☒	☒
4 Contribute to assessing risk management outcomes		
1.4A. Contribute to ongoing review of project outcomes (<i>Risk Response Plan Template</i>).	☒	☒
1.4B. Determine and document effectiveness of risk management activities (<i>Risk Response Plan Template</i>).	☒	☒
1.4C. Seek feedback and identify risk management issues.	☒	☒
1.4D. Documents outcomes to identify opportunities for future improvement (<i>Lessons Learned Documentation Template</i>).	☒	☒
1.4E. Report risk management issues and responses to relevant stakeholders (<i>Risk Response Plan Template</i>).	☒	☒
1.4F. Make changes to project management techniques based on feedback received.	☒	☒

