

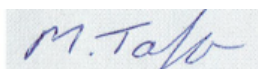
## BSBPMG518 MANAGE PROJECT PROCUREMENT

### 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 Matt Taylor

Participant signature



Assessor name Chris Small

Assessor signature



Date 20/08/2020

| Number of tasks | Number of tasks completed | Satisfactory?                       |                          |
|-----------------|---------------------------|-------------------------------------|--------------------------|
|                 |                           | Yes                                 | No                       |
| 1               | 1                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

|                          |
|--------------------------|
| <b>ASSESSOR COMMENTS</b> |
|--------------------------|

In consultation with Damian Granland Beavis & Bartels Pty Ltd Project Manager For The Dutton Park School Project I can confirm Matt has met the requirements of and has been deemed competent in this practical task

## BSBPMG518 MANAGE PROJECT PROCUREMENT

| Practical Task 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Description of task:</b><br>A suitable observer is to verify the participant's ability to undertake procurement in projects.<br><br>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. |                                                                                     |
| <b>Resources required:</b><br>Project documentation, Organisational documentation relevant to procurement and contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |
| <b>Name of participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Matt Taylor                                                                         |
| <b>Name of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Damian Granland                                                                     |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Project Manager – Beavis & Bartels Pty Ltd on Dutton Park School Project            |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | dgranland@beavisbartels.com.au                                                      |
| <b>Signature of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20/08/2020                                                                          |
| <b>When completing the task, did the participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Tick if satisfactorily completed.<br/>Provide comments if left unticked.</b>     |
| 1 Determine procurement requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |
| A. Seek input from stakeholders to identify procurement requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                                 |
| B. Establish and maintain, within delegated authority, agreed procurement management plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                                 |
| 2 Establish agreed procurement processes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| A. Obtain information from suppliers capable of fulfilling procurement requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                 |
| B. Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input checked="" type="checkbox"/>                                                 |
| C. Obtain relevant approvals for procurement processes to be used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/>                                                 |
| 3 Conduct procurement activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |

|                                                                                                                                      |                                                                                                                                                                  |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| A.                                                                                                                                   | Identify and act according to probity and project governance constraints.                                                                                        | <input checked="" type="checkbox"/> |
| B.                                                                                                                                   | Communicate agreed proposals and/or specifications to prospective vendors to ensure clarity of understanding of project objectives.                              | <input checked="" type="checkbox"/> |
| C.                                                                                                                                   | Solicit vendor responses according to proposal requirements.                                                                                                     | <input checked="" type="checkbox"/> |
| D.                                                                                                                                   | Evaluate responses and select preferred vendors according to current legal requirements and agreed selection criteria.                                           | <input checked="" type="checkbox"/> |
| E.                                                                                                                                   | Negotiate with preferred contractor or supplier, to agree on terms and conditions of supply.                                                                     | <input checked="" type="checkbox"/> |
| <b>4 Implement and monitor procurement</b>                                                                                           |                                                                                                                                                                  |                                     |
| A.                                                                                                                                   | Implement established procurement management plan and make modifications in line with agreed delegations.                                                        | <input checked="" type="checkbox"/> |
| B.                                                                                                                                   | Review progress and manage agreed variations to ensure timely completion of tasks and resolution of conflict within the legal framework of the supply agreement. | <input checked="" type="checkbox"/> |
| C.                                                                                                                                   | Identify and report procurement management issues and implement agreed remedial actions to ensure project objectives are met.                                    | <input checked="" type="checkbox"/> |
| <b>5 Manage procurement finalisation procedures</b>                                                                                  |                                                                                                                                                                  |                                     |
| A.                                                                                                                                   | Conduct finalisation activities to ensure vendor deliverables meet contracted requirements.                                                                      | <input checked="" type="checkbox"/> |
| B.                                                                                                                                   | Review project outcomes using available procurement records and information to determine effectiveness of procurement processes and procedures.                  | <input checked="" type="checkbox"/> |
| C.                                                                                                                                   | Document lessons learned and recommended improvements for application to future projects.                                                                        | <input checked="" type="checkbox"/> |
| <p>The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory</p> |                                                                                                                                                                  |                                     |

## OBSERVER COMMENTS

Matt has been deemed competent in this practical task, I have observed him undertaking procurement duties on site as part of his role on the Dutton Park Schools Project for Broad Constructions.