

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 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		☒	☐

ASSESSOR COMMENTS

BSBPMG518

MANAGE PROJECT PROCUREMENT

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to undertake procurement in projects.	
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 relevant to procurement and contracts.	
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:	14/05/2021
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine procurement requirements	
1.1A. Seek input from stakeholders to identify procurement requirements.	☒
1.1B. Establish and maintain, within delegated authority, agreed procurement management plan.	☒
2 Establish agreed procurement processes	
1.2A. Obtain information from suppliers capable of fulfilling procurement requirements.	☒
1.2B. Determine or adopt established selection processes and selection criteria, and communicate to vendors to ensure transparency.	☒
1.2C. Obtain relevant approvals for procurement processes to be used.	☒
3 Conduct procurement activities	
1.3A. Identify and act according to probity and project governance constraints.	☒
1.3B. Communicate agreed proposals and/or specifications to prospective vendors to ensure clarity of understanding of project objectives.	☒
1.3C. Solicit vendor responses according to proposal requirements.	☒

1.3D.	Evaluate responses and select preferred vendors according to current legal requirements and agreed selection criteria.	☒
1.3E.	Negotiate with preferred contractor or supplier, to agree on terms and conditions of supply.	☒
4 Implement and monitor procurement		
1.4A.	Implement established procurement management plan and make modifications in line with agreed delegations.	☒
1.4B.	Review progress and manage agreed variations to ensure timely completion of tasks and resolution of conflict within the legal framework of the supply agreement.	☒
1.4C.	Identify and report procurement management issues and implement agreed remedial actions to ensure project objectives are met.	☒
5 Manage procurement finalisation procedures		
1.5A.	Conduct finalisation activities to ensure vendor deliverables meet contracted requirements.	☒
1.5B.	Review project outcomes using available procurement records and information to determine effectiveness of procurement processes and procedures.	☒
1.5C.	Document lessons learned and recommended improvements for application to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

This was a simulated / real task which is forming part of the planning stage of a project Jack and I have just commenced.

Jack was given the task of appointing a supplier for miscellaneous goods to supplement the electrical / communications install.

This included: 1. Accessing, reading and understanding PET's procurement policy, 2. Conducting a detailed material take off (understanding project requirements e.g. design meetings with builder, reading electrical specification, analysing electrical and communications drawings and utilising experience). 3. Sending quotes off to 2 x suppliers according to PET's procurement policy. 4. Entering received quotes into PET's Major purchase analysis document 5. Liaising with each supplier to establish stakeholder capabilities. 6. Passing information onto PET's procurement department to create purchase order.

The simulated part of this task was determining, and documenting lessons learnt. This information is archived for the project and will be used if further procurement is required.

This process is standard and is one Jack is quite familiar with having assisted on multiple projects over the past 6 years.