

BSBPMG430

UNDERTAKE PROJECT WORK

ASSESSMENT SUMMARY

The assessment activities for *BSBPMG430 Undertake project work* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

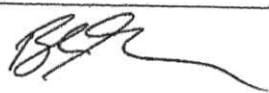
Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a Participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the Participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a Participant does not answer all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Brian Glover
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	17/11/2024	☐ Satisfactory	☐ Not Satisfactory
Practical Assessment	17/11/2024	☐ Satisfactory	☐ Not Satisfactory
Outcome for BSBPMG430	Select Date.	☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)	
☐ Theory Exam	☐ Practical Assessment ☐ Budget and schedule for project (or evidence of viewing) ☐ Risk management plan for project (or evidence of viewing) ☐ Project plan (or evidence of viewing) ☐ Final project sign off (or evidence of viewing)

Assessor Name	
Assessor Signature	

BSBPMG430

UNDERTAKE PROJECT WORK

THEORY EXAM

Participant name	Brian Glover
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FOR THE PARTICIPANT	
Instructions	- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required	
Pen	

FOR THE ASSESSOR	
Instructions	- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

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

Q1. You have been allocated the role of project manager for a section of road belonging to a large roadwork project. Describe how you will determine your project scope.

Answer

- a defined goal
- time, cost and quality (or functionality) constraints
- requires expertise and support from other functions
- involves a unique (to you or the organisation) scope of work



Q2. What is the purpose of undertaking a stakeholder analysis?

Answer

- identify stakeholders and their motivations
- decide how to involve your stakeholders in the project (e.g. help to determine which stakeholders to consult for advice and opinions to improve the project)
- determine method of communication with stakeholders for the purposes of managing and engaging stakeholders
- prioritise levels of interest and input related to stakeholders
- gain resources such as money, time and staff.



Q3. Discuss (1) stakeholder you would consult if needing clarification regarding project parameters and access to resources due to conflict with another project section mentioned in Q1. and (2) method you would use to communicate your query.

Answer		
1.	I would speak with the other project managers to see what resources they are using and if possible to use the same ones or I would seek an alternative	☐
2.	I would send an email to start off with to set up a meeting.	

Q4. What issues related to your project and project parameters may need to be discussed or communicated to the delegating authority.

Answer	Project scope changes if there is any, Budget adjustments or overruns, Timeline delays (if there are any) Resource constraints Risk management Quality control concerns Stakeholder concerns	☐
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Q5. Why is it important to understand the relationship of the project to other projects relevant to Q1. and to the objectives of the organisation?

Answer	Large projects will require significant resources, there fore if another large project is running at the same time there will be a lot of work to make sure everyone can deliver the project. You ensure that your work is integrated, well-coordinated, and aligned with the broader goals of the organization	☐
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Q6. Why would you undertake a work breakdown structure (WBS) during project planning?

Answer It breaks down complex projects into smaller, manageable tasks, ensuring clear scope definition, resource allocation, effective scheduling, and risk management. ☐

Q7. When working on the WBS, what should you do to confirm resources, required, their availability and your access to these?

Answer It helps you avoid resource shortages, delays, and cost overruns by ensuring that the necessary materials, equipment, labour, and financial resources are identified early, allocated efficiently, and readily available when needed. ☐

Q8. What is the purpose of accessing or creating a capability matrix?

Answer For optimizing resource allocation, ensuring the right skills are applied to the right tasks, identifying skill gaps, and supporting project success. ☐

Q9. Complete the table, describing the importance of complying with the following legislation.

Answer

Legislation	Regulator	Possible compliance requirements
WHS Act	WorkSafe Qld	Legal obligations to ensure the health and safety of workers. This includes risk assessments, safety training, hazard control, providing appropriate PPE, and safe work practices
WHS Regulation	WorkSafe Qld	Legal obligations relating to safety at the workplace.
Environmental Protection Act	Department of Environment and Science (DES)	Compliance with environmental regulations, including the protection of air, water, and land. This may include environmental impact assessments (EIA), waste management, noise control, and conservation measures
Fair Work Act	Fair work commission	Ensuring fair work conditions for employees, including fair wages, working hours, leave entitlements, workplace conditions, and dispute resolution procedures
Planning Act	Department of State Development, Infrastructure and Planning	Compliance with land use and zoning regulations, development approvals, planning permits, and adherence to project-specific conditions such as road design and traffic management requirements.



Q10. What processes must be in place to support worker safety and ensure compliance with the WHS Act? Discuss three (3).

Answer **Risk Management Process**

1. By managing risks, employers prevent accidents and injuries. It protects the workers but also ensures compliance with legal duties to make a safe workplace
2. **Training and Education**
Well trained workers are better equipped to identify hazards, respond correctly in an emergency. It helps minimize the chance of an incident and also complies with WHS
3. **Incident Reporting**
Reporting and investigating incidents allows employers to identify safety weaknesses and take corrective actions. This proactive approach reduces the likelihood of future accidents and demonstrates compliance with the WHS Act.



Q11. What should be included in a risk register for the project?

Answer

- Risk ID
- Risk description
- Risk category
- Likelihood
- Impact
- Risk Score
- Risk response strategy
- Risk owner
- Contingency plan
- Risk monitoring and review
- Date identified
- Status



Q12. How do you develop a project budget and timelines?

Answer By clearly defining tasks, estimating costs, creating dependencies, and continuously tracking progress, project managers can ensure that the project stays within budget and is completed on time.



Q13. What do you do to gain approval for your project budget and the proposed timeframe?

Answer By presenting a well-reasoned and realistic budget, showing how the project will achieve its objectives within the given timeframe, and addressing any questions or concerns, you increase the likelihood of receiving the necessary approval.



Q14. Why is brainstorming a suitable tool to use when gathering ideas for planning and achieving deliverables?

Answer It encourages creativity, leverages the diverse expertise of the team, and generates a wide array of ideas to achieve project deliverables.

☐

Q15. What is quality assurance?

Answer Quality assurance is a preventative approach to ensuring that a project meets or exceeds the desired quality standards.

☐

Q16. What is the purpose of a human resources plan?

Answer Its purpose is to ensure that the right people, with the right skills, are available at the right time to meet project goals

☐

Q17. Describe the purpose for each of the following elements of the project plan.

Answer

Element	Purpose
Project goals	Project goals help ensure that all project activities are aligned with the desired outcomes and that everyone involved in the project is working toward the same target.
Project scope	It helps to prevent scope creep (uncontrolled changes to the scope) by clearly stating what the project will deliver, the resources required, and the constraints.
Milestones and Major deliverables	Milestones are key points in the project timeline that mark the completion of significant phases or tasks.
Work breakdown structure	The Work Breakdown Structure (WBS) is a hierarchical breakdown of the project into smaller, more manageable components or tasks.
Budget	The budget ensures that the project is financially feasible, provides a basis for cost control, and helps to prevent cost overruns by tracking expenses throughout the project lifecycle.
Human resources plan	It ensures that the project has the right people in place, with the right skills, at the right time to meet project objectives.
Risk management plan	The risk management plan identifies potential risks to the project, assesses their likelihood and impact, and outlines strategies for mitigating or managing those risks
Communications plan	The communications plan defines how information will be shared among project stakeholders, ensuring that everyone is kept informed, involved, and aligned
Stakeholder management plan	It ensures that stakeholders are informed and involved at the right times, helping to build support and r
Change management plan	It ensures that changes are managed systematically, evaluated for their impact, and implemented only when necessary and feasible



Q18. What methods can you apply when seeking approval to commence the project according to the documented plan?

Answer

Formal project presentation
Project charter approval
Executive review and approval
Stakeholder engagement and consultation
Approval via formal sign off
Risk and feasibility assessment
Budget and financial review
Documented risk and mitigation plan
Approval via PMO/steering committee
Formal project kickoff meeting

☐

Q19. What different responsibilities would you assign to members of your project team to enable implementation of the project?

Answer

Supervision of activities
Quality control
Recourse management
Issue resolution
Safety planning and implementation
Incident investigation
Sourcing materials
Vendor management

☐

Q20. Considering your current workplace, what are the preferred methods used to communicate to project team members their responsibilities and project requirements?

Answer

Project kick off meetings
Project documentation
Team meetings weekly
Job description which outlines their role

☐

Q21. Clarify document management and records management used as part of recordkeeping in project management.

Answer

Type of record keeping	What this means
Document management	Document management ensures that everyone has access to the most up-to-date documents and that they are stored in a secure and searchable manner.
Records management	Records management refers to the control of documents that are considered official, permanent, or legal records. These records need to be maintained for compliance, auditing, and historical reference.



Q22. Describe how you would instruct team members to store all related project documents and records using workplace digital technologies.

Answer

Define the digital tools and platforms to be used
 Organise and categorise project files and folders
 Set naming for files and folders
 Version control and document revision management
 Implement access controls and permissions
 Ensure regular backups and data security
 Communications and training.



Q23. Provide points you would include in a simple checklist that can be used for monitoring and reporting WHS risk management strategies.

Answer

Monitoring and Reporting Checklist for WHS risk management
Hazard identification
Risk Assessment
Control measures
Risk control implementation
Monitoring of control effectiveness
Review of WHS policies and procedures
Staff training and awareness
Reporting and incident documentation
Emergency response plans
Safety inspections and audits
Corrective actions
Reporting to relevant authorities



Q24. Why are weekly status reports compiled and shared?

Answer Weekly status reports are a crucial communication tool in project management. They serve as a means to track progress, identify issues early, and ensure that all stakeholders are informed and aligned on the project's status.



Q25. What steps are taken when completing financial records as part of closing off the project?

Answer Finalizing the project budget
Final invoice reconciliation
Finalizing contracts and agreements
Closing off project related accounts
Assess management and disposal
Finalizing project financial reporting
Sign off on financial records
Documentation and archiving
Communicate financial closure



Q26. Why should the financial records associated with the project meet agreed budget or agreed budget variances/allowances?

Answer It helps ensure the project remains financially viable, supports effective decision-making, and demonstrates accountability



Q27. What is involved in securing the 'sign-off' as part of the closing phase of the project?

Answer ☐ Review project deliverables and objectives, complete final documentation, conduct a final review and internal validation, stakeholder confirmation, sign off documentation, handover of final deliverables,

Q28. Describe two (2) methods you can use to review the project and associated plans before archiving project documentation.

Answer ☐

1. **Project closeout meeting**
It ensures that all project deliverables, objectives, and expectations have been met before closing and archiving the project documentation.
2. **Document review checklist**
Reviewing all the documents and records generated during the project to ensure completeness, accuracy, and that they meet the agreed-upon standards.

Q29. How do you ensure that feedback and recommendations are documented for use in future projects?

Answer ☐ Lessons learned report, feedback surveys or questionnaires, final project report with feedback sections.

BSBPMG430

UNDERTAKE PROJECT WORK

PRACTICAL ASSESSMENT

Participant name	Brian Glover
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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		☐	☐

ASSESSOR COMMENTS

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 method used to confirm project objectives, scope and parameters:

1.1B. Specify clarification sought from delegating authority:

1.1C. How were stakeholders defined:

1.1D. Specify how availability and access of resources was determined.

1.2A. Specify risk management plan location

1.2D. Specify stakeholders involved in approval of the budget and timeframe.

1.2H. Specify how approval was gained for commencement of the project.

1.3B. Specify recordkeeping systems applied throughout the project.

1.4F. Specify how the review was stored for future use?

BSBPMG430 UNDERTAKE PROJECT WORK

Practical Task 1

Description of task:

The participant must undertake the role of project manager for a minor project or a section of a larger project at the workplace.

During this time, the participant must gather evidence of developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

All evidence will be reviewed by the assessor along with observation at agreed stages of the project and verbal questioning may be applied to determine if the participant can demonstrate the ability to complete the tasks listed in the task check sheet below. The assessor will be looking for evidence of the ability to:

- establish project parameters
 - meet or communicate with project sponsor/ delegating authority to clarify relationship of project to other projects, objectives and scope parameters
 - define project stakeholders and document their responsibilities and reporting requirements
 - identify availability and access of resources, including human resources, for undertaking the project
- develop the project plan for a minor project or a section of a larger project
 - locate and use workplace approved project management tools
 - identify risks and develop a risk management plan for project
 - include Work Health and Safety (WHS) risks to risk management plan
 - create a project budget and timeframe and seek approval from relevant stakeholders
 - consult project management team members using appropriate communication methods and apply their views in planning the project
 - develop a proposed project plan to meet project deliverables and parameters and submit to stakeholders for recommendations
 - finalise project plan and gain approvals to commence project according to documented plan
- Administer and monitor project
 - provide project team members with their responsibilities and project requirements
 - establish and maintain required recordkeeping systems throughout the project
 - implement and monitor plans for managing the project undertaking risk management as required
- Finalise and review project
 - complete financial recordkeeping associated with project and confirm finances meet agreed budget
 - complete project documentation and obtain sign-offs from relevant stakeholders for concluding project
 - Meet with team and request feedback to review project outcomes and processes against the project scope and plan
 - document feedback from all stakeholders in lessons learned file and archive.

Tasks are at the Assessor's Discretion, but detail of tasks undertaken must be recorded in the Assessor's Comments (on the back of the Practical Assessment cover page).

Resources required:

Project site, project, project team, project documentation.

When completing the task, did the Participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish project parameters		
1.1A.	Communicate with project sponsor/owner to identify project objectives and parameters of the scope.	☐
1.1B.	Seek clarification from delegating authority of objectives and potential issues related to project, project parameters and other projects relevant to this project.	☐
1.1C.	Determine project stakeholders, defining responsibilities of relevant stakeholders and reporting requirements.	☐

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1.1D. Determine availability and access of resources to undertake the project.	☐
1.1E. Participates in verbal discussions using clear language and appropriate features to present or seek information	☐
1.1F. Participate in verbal discussion using clear language, listening and questioning and appropriate features to present or seek information and confirm understanding.	☐
2. Develop project plan	
1.2A. Work with team to identify risks and develop a risk management plan for the project.	☐
1.2B. Identify and include WHS risks to risk management plan.	☐
1.2C. Work with team members, systematically gathering and analysing information, evaluating options for inclusion to plans and applying views of team members to project planning.	☐
1.2D. Develop project budget and timeframe and seek approval from relevant stakeholders.	☐
1.2E. Apply formal and informal, oral and written mathematical language and representation when preparing and communicating budgetary and financial information.	☐
1.2F. Locate, access and apply project management tools and digital applications appropriate to project and workplace requirements.	☐
1.2G. Develop a project plan involving diverse stakeholders with potentially competing demands according to project parameters and deliverables.	☐
1.2H. Review all feedback and make necessary changes as requested, finalise the project plan and gain necessary approval to commence project.	☐
3 Administer and monitor project	
1.3A. Discuss project requirements with project team members and delegate project team member responsibilities.	☐
1.3B. Establish and maintain required recordkeeping systems and reporting throughout the project.	☐
1.3C. Implement project management plans.	☐
1.3D. Monitor the project plans to determine risks and changes required.	☐
1.3E. Apply risk management as required.	☐
1.3F. Maintain records according to workplace requirements.	☐
4 Finalise and review project	
1.4A. Review all the project documentation to ensure all parties have been paid for the work and there are no outstanding invoices.	☐
1.4B. Complete and finalise contracts including notifying human resources of end of project, confirming any final payments or obligations and officially release them so they are free to work on other projects.	☐
1.4C. Check financial recordkeeping associated with project and confirm according to agreed budget.	☐
1.4D. Finalise all activities of the project and obtain sign-off of deliverables.	☐
1.4E. Conduct a survey or hold a meeting with the project management team to get feedback on how the project went.	☐
1.4F. Undertake a post closure review of the successes, failures, and challenges of the project and identify and document opportunities for improvement going forward.	☐