

BSBPMG513 MANAGE PROJECT QUALITY

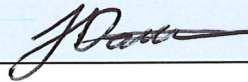
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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

Joel Dotta

Participant signature



Assessor name

Assessor signature

Date

Click here to enter a date. 06-07-20

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☐	☐

ASSESSOR COMMENTS

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Practical Task 1		
Description of task: A suitable observer is to verify the participant's ability to manage quality within projects, including: - Determining quality requirements - Implementing quality control and assurance processes - Using review and evaluation to make quality improvements in current and future 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 (including quality criteria, evidence of quality monitoring and improvement practices), Computer and appropriate software.		
Assessment of task		
Name of participant:	SOEL DOTTA.	
Name of observer:	Luke Gage	
Role of observer (Confirm suitability to sign)	Project Manager	
Email address of observer	Luke.gage@stoweaustralia.com.au	
Signature of observer:		
Date:	Click here to enter a date. 06-07-20	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine quality requirements		
1.1A. Seek input from stakeholders to determine quality objectives and standards.	☒	
1.1B. In a quality management plan, document: - Quality metrics for the project and product output - Agreed quality requirements	☒	
1.1C. Select established quality management methods, techniques and tools to resolve quality issues.	☒	
1.1D. Distribute, discuss and support quality requirements with project team and stakeholders.	☒	
1.1E. Implement agreed quality requirements as the basis for performance measurement.	☒	
2 Implement quality processes		
1.2A. Undertake a quality assurance audit of project processes for compliance with agreed plans.	☒	

1.2B.	Assess quality control of project and product output according to agreed quality specifications.	☒
1.2C.	Identify causes of variance to quality metrics and undertake remedial action.	☒
1.2D.	Maintain a quality management system to enable accurate and timely recording of quality audit data.	☒
3 Implement project quality improvements		
1.3A.	Review processes and implement agreed changes continually throughout the project life cycle to ensure continuous quality improvement.	☒
1.3B.	Review project outcomes against performance requirements to determine the effectiveness of quality-management processes and procedures.	☒
1.3C.	Identify and document lessons learned and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Joel Monitors the Quality of the project through the use of internal ITP's and Audits. He also does an internal QA on the installation of equipment on a daily basis to prevent Re-Works and Defects.
Joel has a good understanding of the Project Specification to deliver a high quality Project that meets the requirements of the client.



INSPECTION AND TEST PLAN

ITP 002 - Low Voltage Power Installation

ITP prepared by:		JOEL DOTTA		Reviewed by:		Review Date		Stowe PM approval				
Specification No / Rev		AURECON REV 1, BCA REV 1, HPF REV 1		Drawing / Revision				Sign & Date				
FIC 201	SUB CIRCUIT INSTALLATION CHECKLIST			FIC 205		COMMISSION LV SUB CIRCUIT TEST REPORT						
FIC 202	SUB CIRCUIT FIT OFF CHECKLIST			FIC 206								
FIC 204	SWITCHBOARD TERMINATION CHECKLIST			FIC 208 - (Auditor)								
No.	Activity	Description	Purpose	Acceptance Criteria	Inspection by:	Verification			Confirmation		Comments	
						Stowe	Client	Timing	Record	Signed Stowe		Signed Client
1.1	Identify Hold/Witness points.	Submit RFI requesting confirmation of Client/Consultant requirements, review spec & contract.	Development of ITP/FIC to incorporate Hold & Witness points, inclusive of notice periods	Specification/Contract	Stowe/Client/Consultant	Review	Approval	Prior to finalise ITP/FIC	RFI response			
1.2	Procurement	Sample/technical data submissions, shop drawings, factory acceptance testing.	Ensure equipment/materials are supplied in accordance with specification, programme & client requirements	Procurement Schedule Sampler/Tech Data Register Drawing Register FAT FIC Construction Programme	Stowe/Client/Consultant	Hold	Witness Approval	Purchase orders can only be placed subject to approval.	Client Approval			
1.3	Fully engineered project	Provision of fully co-ordinated AFC/IFC drawings	Do not proceed on tender issue documents. Request AFC documents	Receipt from client of AFC drawings. Stowe Confirmation of cable sizing etc	Client/Consultant	Hold	Approval	Required prior to installation	Drawing Register			
1.4	Design & Construct project	Engineering electrical services, Shop drawings/BIM model	Formulation of an conforming electrical design to Australian Standards & project documentation, co-ordination with structure and service trades.	Specification AFC/IFC drawings AS3000, AS3008, contract documents including programme, Form 15.	Stowe/Client/Consultant	Hold	Approval	Required prior to installation	Drawing Register Form 15			
1.5	Installation - Sub Circuit	Cable Pathways	Ensure installed in accordance fully co-ordinated AFC/IFC drawings	Specification AFC/IFC drawings AS3000, AS3008	Stowe/Client/Consultant	Operational	Witness	As per Stowe programme	FIC 206 FIC 208			
1.6	Installation - Sub Circuit	Electrical Cabling	Installation in accordance with approved shop or AFC/IFC drawings	Specification AFC/IFC drawings AS3000, AS3008	Stowe/Client/Consultant	Operational	Witness	As per Stowe programme	FIC 201 FIC 209			
1.7	Installation - Sub Circuit	Electrical Fit Off	Installation in accordance with approved shop or AFC/IFC Architectural Drawings	Specification, IFC RCP & Elevation, Architectural Drawings	Stowe/Client/Consultant	Operational	Witness	As per Stowe programme	FIC 202/203			
1.8	Installation - Sub Circuit	Switchboard Termination	Installation in accordance with approved shop or AFC/IFC Drawings	Specification AFC/IFC drawings AS3000, AS3008	Stowe/Client/Consultant	Operational	Witness	As per Stowe programme	FIC 204			
1.9	Commission	Electrical Test & Commission	Compliance with Contract documentation and Aust. Standards	Specification AFC/IFC drawings AS3000, AS3017	Stowe/Client/Consultant	Operational	Witness	After installation complete	FIC 205			
1.10	Completion	Drawings - As Installed, O&M Manuals	Review & update all redline changes, submit/upload documents for OM	Specification/Contract Form 16	Stowe/Client/Consultant	Operational	Approval	Prior to Practical Completion	Drawings, Documents Form 16			