

BSBPMG511 MANAGE PROJECT SCOPE

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 Sophie Scott

Participant signature



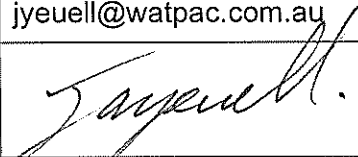
Assessor name

Assessor signature

Date 22/05/2020

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

BSBPMG511 MANAGE PROJECT SCOPE

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to obtain project authorisation, develop a scope management plan, and manage the application of project scope controls.	
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.	
Assessment of task	
Name of participant:	Sophie Scott
Name of observer:	Jasper Yeuell
Role of observer (Confirm suitability to sign)	Contracts Administrator
Email address of observer	jyeuell@watpac.com.au
Signature of observer:	
Date:	22/05/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Conduct project authorisation activities	
1.1A. Develop and confirm procedures for project authorisation with an appropriate authority.	☒
1.1B. Obtain authorisation to expend resources.	☒
1.1C. Confirm project delegations and authorities in project governance arrangements.	☒
2 Define project scope	
1.2A. Identify, negotiate and document project boundaries.	☒
1.2B. Establish measurable project benefits, outcomes and outputs.	☒
1.2C. Establish a shared understanding of desired project outcomes with relevant stakeholders.	☒
1.2D. Document scope management plan.	☒
3 Manage project scope control process	
1.3A. Implement agreed scope management procedures and processes.	☒

1.3B. Manage impact of scope changes within established time, cost and quality constraints according to change control procedures.	☒
1.3C. Identify and document scope management issues and recommend improvements for future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

The nature of Sophie's role and the current stage of our project we are at, restricts what tasks can be physically carried out. However, we have discussed in depth the tasks listed and applied them all to a real-world situations/scenarios we have been through on this project.

BSBPMG512 MANAGE PROJECT SCOPE

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 Sophie Scott

Participant signature 

Assessor name _____

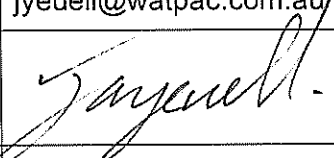
Assessor signature _____

Date 22/05/2020

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

ASSESSOR COMMENTS

BSBPMG512 MANAGE PROJECT SCOPE

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to determine and implement a project schedule, and assess time management outcomes.	
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, Computer, Project Management software.	
Assessment of task	
Name of participant:	Sophie Scott
Name of observer:	Jasper Yeuell
Role of observer (Confirm suitability to sign)	Contracts Administrator
Email address of observer	jyeuell@watpac.com.au
Signature of observer:	
Date:	22/05/2020
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine project schedule	
1.1A. Develop work breakdown structure with sufficient detail to enable effective planning and control.	☒
1.1B. Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables.	☒
1.1C. Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks.	☒
1.1D. Contribute to achieving an agreed schedule baseline and communication of the schedule to stakeholders.	☒
2 Implement project schedule	
1.2A. Implement mechanisms to measure, record and report progress of activities according to agreed schedule.	☒
1.2B. Conduct ongoing analysis to identify baseline variance.	☒
1.2C. Analyse and forecast impact of changes to the schedule.	☒
1.2D. Review progress throughout project life cycle and implement agreed schedule changes.	☒

1.2E. Develop responses to potential or actual schedule changes and implement them to maintain project objectives.	☒
3 Assess time management outcomes	
1.3A. Review schedule performance records to determine effectiveness of time management activities.	☒
1.3B. Identify and document time management issues and recommend improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

Based on the current construction project we are working on, we reviewed and broke down the project into smaller work packages on different levels to achieve a work breakdown structure. Through the use of Microsoft Project we allocated the tasks to create a brief programme and allocated resources/costs schedules to determine the extent of project resources. Further to this we went through some potential risks and issues to highlight potential scheduling conflicts and the impacts to succeeding tasks & project milestone dates. Extending on from this we explored the impact of EOT's and subsequent approvals to adjust the project baseline.

Reporting and "Status-ing" the program was also discussed and exhibited in terms of how we manage the program and project lifecycle from our experience and procedures and how that is communicated to the site team/subcontractors/clients/stakeholders through various different avenues including coordination meetings and Monthly reports to the client & stakeholders.

BSBPMG514 MANAGE PROJECT COST

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 Sophie Scott

Participant signature 

Assessor name _____

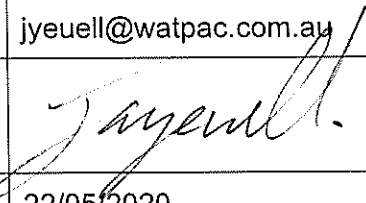
Assessor signature _____

Date 22/05/2020

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

ASSESSOR COMMENTS	

BSBPMG514 MANAGE PROJECT COST

Practical Task 1		
Description of task: A suitable observer is to verify the participant's ability to identify, analyse and refine project costs to produce a budget and use it and the principal mechanism to control project cost.		
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 (including budgets/other financial documents), Budget software.		
Assessment of task		
Name of participant:	Sophie Scott	
Name of observer:	Jasper Yeuell	
Role of observer (Confirm suitability to sign)	Contracts Administrator	
Email address of observer	jyeuell@watpac.com.au	
Signature of observer:		
Date:	22/05/2020	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine project costs		
1.1A. Seek input from stakeholders and guidance from others when determining resource requirements for tasks identified in the work breakdown structure.	☒	
1.1B. Estimate project costs to prepare project budget within agreed tolerances.	☒	
1.1C. Develop a project budget.	☒	
1.1D. Within delegated authority, develop a cost-management plan to ensure ongoing management of project finances.	☒	
2 Monitor and control project costs		
1.2A. Implement agreed financial-management processes and procedures to monitor actual expenditure against budget.	☒	
1.2B. Select and use cost-analysis methods and tools to identify cost variations and evaluate alternative actions.	☒	
1.2C. Implement and monitor agreed actions to maintain financial objectives.	☒	
1.2D. Provide accurate and timely financial reports.	☒	

3 Complete cost-management processes	
1.3A. Conduct appropriate activities to signify financial completion.	☒
1.3B. Use available records to review project outcomes and determine effectiveness of project cost management.	☒
1.3C. Review cost-management issues and document improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

A review of the financial procedures and cost management techniques utilised on this project was conducted. Primarily focussing on how budgets are formulated and assigned to different work packages and then managed/monitored through delivery phased until finalisation/completion.

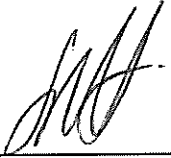
The technique of forecasting construction costs in relation to potential issues/design omissions and how that relates to multiple subcontractors was explored and the ensuing implications to managing budgets or utilising contracts (both in a head contract/subcontract sense) was examined.

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 Sophie Scott

Participant signature 

Assessor name _____

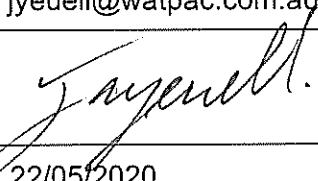
Assessor signature _____

Date [Click here to enter a date.](#)

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

ASSESSOR COMMENTS

BSBPMG513 MANAGE PROJECT QUALITY

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:	Sophie Scott
Name of observer:	Jasper Yeuell
Role of observer (Confirm suitability to sign)	Contracts Administrator
Email address of observer	jyeuell@watpac.com.au
Signature of observer:	
Date	22/05/2020
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

An assessment was conducted of how the quality assurance and control standards would be maintained on this project. Primarily through use of QA required of Subcontractors Matrices, Registers (Concrete tracking), Consultant Inspections and the like. This is all stipulated in the head contract and has been reflected in our own QA procedures in tandem with our existing QA to ISO9001.

At the commencement of the project the site team and QA Manager agree on a set of Quality control measures which are required of subcontractors such as, Inspection Test Records and ITP's. We ran through these and audited multiple subcontractor records to ensure compliance with specified building practices and Australian standards.

Upon completion of a project we examined what can be done to improve the quality of future projects. This entailed the review of a Lessons Learnt register which is updated periodically and contains information on QA errors which can be rectified on the next project. Any other QA issues are logged and tracked accordingly and addressed in the project team de-briefing and assessed by management for further input and potential implementation.