

## BSBPMG511 MANAGE PROJECT SCOPE ASSESSMENT SUMMARY

The assessment activities for *BSBPMG511 Manage project scope* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. 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 some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

|                  |              |
|------------------|--------------|
| Participant Name | MARK BROWNIE |
|------------------|--------------|

| Task                           | Assessment Results                    |                                               |
|--------------------------------|---------------------------------------|-----------------------------------------------|
| Theory Exam                    | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Not Yet Satisfactory |
| Practical Assessment           | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Not Yet Satisfactory |
| Outcome for Unit of Competency | <input type="checkbox"/> Competent    | <input type="checkbox"/> Not Yet Competent    |

|                                    |                             |
|------------------------------------|-----------------------------|
| Assessor Name                      |                             |
| Assessor Signature                 |                             |
| Unit Competence Determination Date | Click here to enter a date. |



# BSBPMG511 MANAGE PROJECT SCOPE

## THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
  - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
  - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
  - If a Participant changes their response in writing, they must put their initials next to the written change.
  - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name

MARV BROWNLEE

Participant signature



Date

Click here to enter a date. 11/01/2022

Assessor name

Assessor signature

Date

Click here to enter a date.

| Number of questions | Number of questions answered correctly | Task outcome (Tick)      |                          |
|---------------------|----------------------------------------|--------------------------|--------------------------|
|                     |                                        | Satisfactory             | Not Yet Satisfactory     |
| 27                  |                                        | <input type="checkbox"/> | <input type="checkbox"/> |

**ASSESSOR COMMENTS**

Q1. Explain four (4) different purposes of the project charter.

Answer ☐

| Purpose | Description                                                                                         |
|---------|-----------------------------------------------------------------------------------------------------|
| 1       | FORMALY AUTHOUSES THE PROJECTS EXISTENCE                                                            |
| 2       | PROVIDE PROJECT MANAGER WITH THE AUTHORITY TO USE ORGANISATIONAL RESOURCES FOR PROJECT ACTIVITIES   |
| 3       | PROVIDES THE PROJECT MANAGER WITH THE AUTHORITY TO<br>- PLAN<br>- EXECUTE<br>- CONTROL THE PROJECT. |
| 4       | ASSIGNS THE PROJECT MANAGER AND HIS OR HER RESPONSIBILITY & AUTHORITY LEVEL                         |

Q2. Which of the following parties issues the project charter?  
Tick your response.

Answer ☐

| Choice                              | Possible Answers |
|-------------------------------------|------------------|
| <input type="checkbox"/>            | Project owner    |
| <input checked="" type="checkbox"/> | Project sponsor  |
| <input type="checkbox"/>            | Project foreman  |

Q3. Define the term 'organisational governance'.

Answer ☐

THE FRAME WORK WITHIN WHICH ORGANISATIONAL AUTHORITY IS APPLIED

Q4. List three (3) uses of project governance.

| Answer | Use | Description                                     |
|--------|-----|-------------------------------------------------|
|        | 1   | SETS OUT PROJECT RESPONSIBILITIES & AUTHORITIES |
|        | 2   | SETS OUT ORGANISATIONAL STRUCTURE               |
|        | 3   | DETERMINES PROJECT MANAGEMENT RELATIONSHIP.     |

Q5. Match each of the three (3) documents or processes that play a role in establishing project boundaries with its description by writing the appropriate letter next to each number in the centre column.

| Answer | Document/process | Answers | Description                                                                                                             |
|--------|------------------|---------|-------------------------------------------------------------------------------------------------------------------------|
|        | 1                | 1 - C   | A<br>Contains the business need and the cost-benefit analysis to justify and establish broad boundaries for the project |
|        | 2                | 2 - A   | B<br>Develops a detailed description of the project and product/service/result and its boundaries                       |
|        | 3                | 3 - B   | C<br>Describes the project description, boundaries, and key deliverables at a high level                                |

Q6. Define the term 'product scope'.

| Answer |                                                                                                                                                      |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | <p><del>IS WHAT THE PROJECT WILL PRODUCE AND THE WORK NEEDED TO PRODUCE IT.</del></p> <p>IS WHAT SPECIFICALLY THE PROJECT IS EXPECTED TO DELIVER</p> |

Q7. Explain why the product scope is of particular interest to the customer.

Answer



BECAUSE IT LAYS OUT EXACTLY WHAT THE PROJECT WILL BECOME TO THEM, RATHER THAN HOW THE PROJECT IS ORGANISED.

Q8. Identify three (3) parties who should have a shared understanding of desired project outcomes.

Answer



PROJECT SPONSOR  
PROJECT MANAGER  
CUSTOMER.

Q9. Discuss why facilitation is an important tool in establishing a shared understanding of desired project outcomes with relevant stakeholders.

Answer



IT IS AN IMPORTANT TOOL AS IT EFFECTIVELY GUIDES A GROUP TO REACH A MUTUAL AGREEABLE SOLUTION.

Q10. Define the term 'project scope'.

Answer



WHAT THE PROJECT WILL PRODUCE AND THE WORK NEEDED TO PRODUCE IT.

Q11. Define the term 'project scope management'.

Answer

THE PROCESSES REQUIRED TO ENSURE THAT THE PROJECT INCLUDES ALL THE WORK REQUIRED, AND ONLY THE WORK REQUIRED TO COMPLETE THE PROJECT SUCCESSFULLY.



Q12. Explain four (4) reasons why effective scope management is vital to project success.

Answer

| Reason | Description                                                           |
|--------|-----------------------------------------------------------------------|
| 1      | SO THE PROJECT IS DELIVERED ON TIME                                   |
| 2      | SO THE PROJECT IS COMPLETED WITH IN BUDGET.                           |
| 3      | SO THE PROJECT DOES NOT HAVE CONSTANT CHANGES TO PROJECT REQUIREMENTS |
| 4      | SO THE PROJECT IS DELIVERED HOW THE CUSTOMER ORDERED IT.              |



Q13. List four (4) different processes that are usually the responsibility of the project manager and are included in a scope management plan.

Answer ☐

| Process | Description                                                                             |
|---------|-----------------------------------------------------------------------------------------|
| 1       | PREPARING A PROJECT SCOPE STATEMENT                                                     |
| 2       | ENABLING THE CREATION OF THE WBS FROM THE DETAILED PROJECT SCOPE STATEMENT              |
| 3       | ESTABLISH HOW THE SCOPE BASELINE WILL BE APPROVED & MAINTAINED                          |
| 4       | SPECIFYING HOW FORMAL ACCEPTANCE OF THE COMPLETED PROJECT DELIVERABLES WILL BE OBTAINED |

Q14. What does it mean to 'collect requirements'? What is the purpose of undertaking this task?

Answer ☐

| Question | Response                                                                                              |
|----------|-------------------------------------------------------------------------------------------------------|
| Meaning  | THE PROCESS OF DETERMINING DOCUMENTING & MANAGING STAKEHOLDER NEEDS & REQUIREMENTS TO MEET OBJECTIVES |
| Purpose  | TO PROVIDE BASIS FOR DEFINING THE PROJECT SCOPE & PROJECT SCOPE.                                      |

Q15. Identify five (5) details included in a project scope statement.

Answer

| Detail | Description |
|--------|-------------|
|--------|-------------|

|   |                           |
|---|---------------------------|
| 1 | Product scope Description |
| 2 | Project scope Description |
| 3 | Deliverables              |
| 4 | Acceptance Criteria       |
| 5 | Project exclusions        |



Q16. Explain what is meant by the term 'deliverables'.

Answer

Any unique and verifiable product, result, or capability to perform a service that is required to be produced to complete a project, phase, or project.



Q17. Discuss what is meant by the term 'decomposition' in project management.

Answer

The process of dividing and subdividing the project scope and project deliverables into smaller more manageable parts.



Q18. Explain what is meant by a work breakdown structure (WBS).

Answer



ORGANISES & DEFINES THE TOTAL SCOPE OF THE PROJECT & REPRESENTS THE WORK SPECIFIED IN THE CURRENT APPROVED PROJECT SCOPE.

Q19. Define the term 'work package'.

Answer



THE PLANNED WORK TO COMPLETE THAT DELIVERABLE

Q20. Describe what is meant by 'scope creep'.

Answer



ADDING ADDITIONAL FEATURES OR FUNCTIONS OF A NEW PRODUCT, REQUIREMENT OR WORK THAT IS NOT AUTHORIZED WHICH CAN DESTROY THE PROJECT BY DRASTICALLY ITS COST, SCHEDULE OR CHANGE THE NATURE OF PROJECT DELIVERABLES

Q21. Explain why it is important to limit the scope creep of a project.

Answer



SO THAT PROJECT COST & SCHEDULE TIME IS NOT DRASTICALLY INCREASED

Q22. Explain the following two (2) terms relating to analysis.

Answer

☐

| Term              | Explanation                                                                                                 |
|-------------------|-------------------------------------------------------------------------------------------------------------|
| Variance analysis | allows us to compare actual results with planned results.                                                   |
| Trend analysis    | where past performance of project is used over time to forecast where future performance is likely to head. |

Q23. Identify two (2) actions that can be taken if actual performance is outside the variance threshold.

Answer

☐

| Action | Description                                  |
|--------|----------------------------------------------|
| 1      | Attempt to bring the project back in control |
| 2      | Raise a change request                       |

Q24. Define the term 'change request'.

Answer

☐

A formal proposal to modify any document, deliverable, or baseline

Q25. Which of the following parties may initiate a change request?  
Tick all that apply.

| Answer | Choice                              | Possible Answers    |
|--------|-------------------------------------|---------------------|
|        | <input checked="" type="checkbox"/> | Project team member |
|        | <input checked="" type="checkbox"/> | Project sponsor     |
|        | <input checked="" type="checkbox"/> | Project manager     |
|        | <input checked="" type="checkbox"/> | Project foreman     |

Q26. Identify four (4) different types of change requests.

| Answer | Request | Description                                                                                    |
|--------|---------|------------------------------------------------------------------------------------------------|
|        | 1       | COLLECTIVE ACTION TO BRING PROJECT BACK IN LINE WITH PROJECT MANAGEMENT PLAN                   |
|        | 2       | PREVENTATIVE ACTION TO ENSURE THAT FUTURE PROJECT WORK IS ALIGNED WITH PROJECT MANAGEMENT PLAN |
|        | 3       | DEFECT REPAIR TO MODIFY A NON CONFORMING PRODUCT                                               |
|        | 4       | UPDATES TO MODIFY FORMALLY CONTROLLED PROJECT DOCUMENTS AND PLANS.                             |

Q27. For each of the following stages of a project's life cycle, identify one (1) example of why project scope is important.

| Answer | Stage                    | Example                                                                                           |
|--------|--------------------------|---------------------------------------------------------------------------------------------------|
|        | Starting the project     | IT DEFINES THE PRODUCT, SERVICE, RESULT AND THE WORK AND DETERMINES NEEDS TO ACHIEVE THIS RESULT. |
|        | Organising and preparing | ALLOWS EFFECTIVE PREPARATION FOR ALL RESOURCES FOR THE PROJECT BY DEFINING ALL WORK PARAMETERS    |
|        | Carrying out the work    | DEFINES WORK TO BE CARRIED OUT & A STANDARD TO CONTROL THE WORK                                   |
|        | Ending the project       | PROVIDES A BASE TO EVALUATE PROJECT PERFORMANCE.                                                  |

## BSBPMSG511 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.
  - The Participant's 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 an alternate task of equal value.
  - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name

Mark Brownlie

Participant signature



Date

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

Assessor name

Assessor signature

Date

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

| Task   | Task outcome (Tick)      |                          |
|--------|--------------------------|--------------------------|
|        | Satisfactory             | Not Yet Satisfactory     |
| Task 1 | <input type="checkbox"/> | <input type="checkbox"/> |

**ASSESSOR COMMENTS**

## BSBPMG511 MANAGE PROJECT SCOPE

| Practical Task 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------------------------|
| <b>Description of task:</b><br>A suitable observer is to verify the participant's ability to determine and manage project scope, including: <ul style="list-style-type: none"> <li>Obtaining project authorisation</li> <li>Developing a scope management plan</li> <li>Managing the application of scope project controls</li> </ul> <p>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. Evidence to be submitted may include:</p> <ul style="list-style-type: none"> <li>Contract management plan for site/project</li> <li>Correspondence with client (e.g. meeting minutes, emails)</li> <li>Work breakdown structure</li> </ul> <p>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.</p> |                             |                                                                         |
| <b>Resources required:</b><br>Computer, workplace documentation used to document and manage project scope.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                                                                         |
| <b>Assessment of task</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                             |                                                                         |
| Name of participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |                                                                         |
| Name of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                                                                         |
| Role of observer<br>(Confirm suitability to sign):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             |                                                                         |
| Email address of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                                                                         |
| Signature of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |                                                                         |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Click here to enter a date. |                                                                         |
| When completing the task, did the participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                             | Tick if satisfactorily completed.<br>Provide comments if left unticked. |
| <b>1 Conduct project authorisation activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                                                                         |
| 1.1A. Develop and confirm procedures for project authorisation with an appropriate authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             | <input type="checkbox"/>                                                |
| 1.1B. Obtain authorisation to expend resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             | <input type="checkbox"/>                                                |
| 1.1C. Confirm project delegations and authorities in project governance arrangements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             | <input type="checkbox"/>                                                |
| <b>2 Define project scope</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                                                                         |
| 1.2A. Identify, negotiate and document project boundaries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             | <input type="checkbox"/>                                                |
| 1.2B. Establish measurable project benefits, outcomes and outputs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                             | <input type="checkbox"/>                                                |

