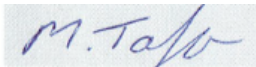


BSBPMG512 MANAGE PROJECT SCOPE

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 Matthew Taylor

Participant signature 

Assessor name Chris Small

Assessor signature 

Date 27/08/2020

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

ASSESSOR COMMENTS

In consultation with B&B Project Manager Damian Granland I can confirm that Matt has been deemed competent in this practical task.

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:	Matthew Taylor	
Name of observer:	Damian Granland	
Role of observer (Confirm suitability to sign)	Project Manager – Beavis & Bartels Pty Ltd	
Email address of observer	dgranland@beavisbartels.com.au	
Signature of observer:		
Date:	27/08/2020	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine project schedule		
A.	Develop work breakdown structure with sufficient detail to enable effective planning and control.	☒
B.	Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables.	☒
C.	Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks.	☒
D.	Contribute to achieving an agreed schedule baseline and communication of the schedule to stakeholders.	☒
2 Implement project schedule		
A.	Implement mechanisms to measure, record and report progress of activities according to agreed schedule.	☒

B.	Conduct ongoing analysis to identify baseline variance.	☒
C.	Analyse and forecast impact of changes to the schedule.	☒
D.	Review progress throughout project life cycle and implement agreed schedule changes.	☒
E.	Develop responses to potential or actual schedule changes and implement them to maintain project objectives.	☒
3 Assess time management outcomes		
A.	Review schedule performance records to determine effectiveness of time management activities.	☒
B.	Identify and document time management issues and recommend improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Matt has met the requirements of practical this task I am his project manager I have observed him and verified his evidence to meet the requirements of this unit.