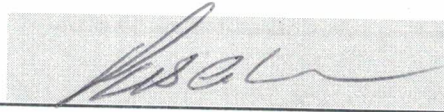


BSBPMG516 MANAGE PROJECT INFORMATION AND COMMUNICATION

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted 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 Paul Blake

Participant signature 

Assessor name _____

Assessor signature 

Date Click here to enter a date.

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

BSBPMG516

MANAGE PROJECT INFORMATION AND COMMUNICATION

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to plan, implement, maintain and review information and communication management systems and processes. The participant is required to link people, ideas and information at all stages in the project life cycle, ensuring timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.	
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.	
Assessment of task	
Name of participant:	Paul Blake
Name of observer:	Brandon Whittaker
Role of observer (Confirm suitability to sign)	Site Manager / Supervisor
Email address of observer	brandon@thermalgroup.com.au
Signature of observer:	
Date:	Click here to enter a date.
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan information and communication processes	
1.1A. Using input from stakeholders, identify, analyse and document information requirements – ensuring: - Consideration of alternative communication methods, media and systems, and their application on various projects - Use of clear language in verbal and written interactions with stakeholders - Consideration of non-verbal communication - Use of active listening and questioning to confirm understanding and agreement	☒
1.1B. Within delegated authority, develop an agreed communication management plan to support achievement of project objectives.	☒
1.1C. Establish and maintain a designated project-management information system to ensure quality, validity, timeliness and integrity of information and communication.	☒
2 Implement project information and communication processes	
1.2A. Manage generation, gathering, storage, retrieval, analysis and dissemination of information by project staff and stakeholders.	☒
1.2B. Implement, modify, monitor and control designated information-validation processes to optimise quality and accuracy of data.	☒

1.2C.	Implement and maintain appropriate communication networks.	☒
1.2D.	Identify and resolve communication and information-management system issues.	☒
3 Assess information and communication outcomes		
1.3A.	Finalise and archive records according to agreed project information ownership and control requirements.	☒
1.3B.	Review project outcomes to determine effectiveness of management of information and communication processes and procedures.	☒
1.3C.	Identify and document lessons learned and recommended improvements for application in future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

- ① Paul simulated meeting with his client/stakeholder to run through the job and provide a quote and have the client sign the quote and provide a deposit for work to commence.
 - Paul's subcontractors and the same for Paul so he could lock in a price and so that he could provide a fix price for the client.
 - client had to inspect timbers furnishings used and sign off on to ensure there was no confusion.
 - contracts were created for Subcontractors to sign.

All quotes, contracts and inspection paper work was signed and filed.
- ② All day to day communication was face to face with subcontractors and site supervisor. Daily proceedings were communicated at pre starts and were signed by all attendees. Site tool box was conducted once a week. All site paper work was scanned and emailed to project manager daily.
- ③ ~~the~~ People verbally discussed how all final reports were to be signed off by the supervisor and project manager and final report and invoice to be paid and signed by the client.

BSBPMG521 MANAGE PROJECT INTEGRATION

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted 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

Paul Blake

Participant signature



Assessor name

Assessor signature



Date

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

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

BSBPMG521

MANAGE PROJECT INTEGRATION

Practical Task 1

Description of task:

A suitable observer is to verify the participant's ability to:

- Integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and
- Align and track project objective to comply with organisational goals, strategies and objectives

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:	Paul Blake	
Name of observer:	Brandon Whitaker	
Role of observer (Confirm suitability to sign)	Site manager / Supervisor	
Email address of observer	brandon@bluelightgroup.com.au	
Signature of observer:	BW	
Date:	Click here to enter a date.	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish project		
1.1A. Identify, clarify and prepare project initiation documentation.		☒
1.1B. Identify relationship between the project and broader organisational strategies and goals.		☒
1.1C. Negotiate and document project objectives, outcomes and benefits.		☒
1.1D. Negotiate project governance structure with relevant authorities and stakeholders.		☒
1.1E. Prepare and submit project charter for approval by relevant authorities.		☒
2 Undertake project planning and design processes		
1.2A. Establish and implement a methodology to disaggregate project objectives into achievable project deliverables.		☒
1.2B. Identify project stages, phases and structures – considering key requirements for stage completion against client requirements and project objectives.		☒

1.2C.	Analyse project management functions to identify interdependencies and impacts of constraints.	☒
1.2D.	Develop a project management plan integrating all project-management functions with associated plans and baselines.	☒
1.2E.	Establish designated mechanisms to monitor and control planned activity.	☒
1.2F.	Negotiate approval of project plan with relevant stakeholders and project authority.	☒
3 Execute project in work environment		
1.3A.	Manage the project in an established internal work environment, ensuring effective work throughout the project.	☒
1.3B.	Maintain established links to align project objectives with organisational objectives throughout the project.	☒
1.3C.	Within authority levels, resolve conflicts negatively affecting attainment of project objectives.	☒
4 Manage project control		
1.4A.	Ensure project records remained updated against project deliverables and plans at required intervals.	☒
1.4B.	Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities.	☒
1.4C.	Analyse and submit impact analysis of change requests for approval, where required.	☒
1.4D.	Maintain relevant project logs and registers accurately and regularly to assist with project audit.	☒
1.4E.	Ensure associated plans remained updated to reflect project progress against baselines and approved changes.	☒
5 Manage project finalisation		
1.5A.	Identify and allocate project finalisation activities.	☒
1.5B.	Ensure project products and associated documentation were prepared for handover to client in a timely manner.	☒
1.5C.	Finalise financial, legal and contractual obligations.	☒
1.5D.	Undertake project review assessments as input to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS
Paul and I simulated the finalisation of the project. We concluded that the project ran successfully. The project plan did not need any amendments, and Paul identified the relevant paper work and reports required to close out the project. PTO

Observer

ASSESSOR COMMENTS

- He communicated that a discussion would take place on the lessons learned from the project and the need for a report/template to be completed
- Paul identified the need for a project completion report including: Project analysis of the Scope, time, Cost, Quality, human resources, communications, Procurement, risk and integration.

- Paul highlighted that it was important that each stage was delivered on time and inspected for quality to ensure that the clients ~~and~~ expectations were met.

this also prevented delays to other trades and the project time frame.

- Continued inspections ensured the plan was delivered to meet quality standards and daily progress reports and daily work activities that were communicated to contractors ensured project goals and time frames were met.

Paul explained to close out the project all reports and paper work need to ~~file~~ be signed and filed

- Formal acceptance/inspection report
- Project plan final copy
- Contracts
- Project status reports
- Site inspection report
- Invoices / Receipts

pre starts
tool boxes