

BSBPMG515 MANAGE PROJECT HUMAN RESOURCES

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 LEANNE PHILLIPS

Participant signature

L Phillips

Assessor name

Assessor signature

Date 8/05/2021

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

ASSESSOR COMMENTS

BSBPMG515

MANAGE PROJECT HUMAN RESOURCES

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage human resources related to projects – including planning for human resources, implementing personnel training and development, and managing the project team. 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, Personnel documentation.	
Assessment of task	
Name of participant:	LEANNE PHILLIPS
Name of observer:	NIGEL PHILIPS
Role of observer (Confirm suitability to sign)	NIGEL PHILLIPS HAS BEEN THE DIRECTOR OF ELECTRICAL SENSATIONS (AND IT'S PREDECESSOR ONESAFE) SINCE 2004. NIGEL IS A TRADE QUALIFIED ELECTRICIAN AND HAS A CERT IV IN BUSINESS
Email address of observer	NIGEL@ELECTRICALSENSATIONS.COM.AU
Signature of observer:	
Date:	8/05/2021
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan human resources relevant to projects	
1.1A. Determine resource requirements for individual tasks to establish required project personnel levels and competencies.	☒
1.1B. Establish project organisation and structure to align individual and group competencies with project tasks.	☒
1.1C. Allocate personnel to the project to meet planned work outputs throughout project timeline.	☒
1.1D. Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel.	☒
2 Implement project personnel training and development	
1.2A. Negotiate, define and communicate clear project role descriptions.	☒
1.2B. Identify, plan and implement ongoing development and training of project team members to support personnel and project performance.	☒
1.2C. Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.	☒

3 Lead project team	
1.3A. Implement processes and take action to improve individual performance and overall project effectiveness.	☒
1.3B. Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale.	☒
1.3C. Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment.	☒
1.3D. Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives.	☒
4 Finalise human resource activities related to projects	
1.4A. Disband project team according to organisational policies and procedures.	☒
1.4B. Identify and document human resource issues and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS
Plan HR relevant to projects – I have seen Leanne work out HR requirements specific to individual projects and manage personnel through a variety of methods to get the best out of the team to achieve the project goals. Implement project personnel training & development – Being analytical in nature, Leanne is good at making checklists with criteria to rate the performance of the team. She is structured in her approach to planning the training and development of the teams. Lead project team – While I haven't seen Leanne lead a project team, I think she would do it reasonably well. She has knowledge about conflict resolution, corrective action, and counselling and would benefit from more practical experience with those things. Finalise HR activities related to projects – I have seen Leanne carry out these tasks for projects we have carried out in the past. She is good at finishing off projects and keeping track of HR issues and improvements that could be made on future projects.