



**SUCCESSION
TRAINING**

BSB51415 Diploma of Project Management



The Project Life Cycle

Version 1.11 Produced 16 October 2018

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Version control & document history

Date	Summary of modifications made	Version
14 April 2016	Version 1.0 produced following Training Package update	V1.0
22 June 2017	Updated Table of Contents.	V1.1
16 October 2018	Change to Practical Assessment	V1.11

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ASSESSMENT WORKBOOK COVER SHEET

WORKBOOK:	Workbook 1
TITLE:	The Project Life Cycle
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Please read the Candidate Declaration below and if you agree to the terms of the declaration sign and date in the space provided.

By submitting this work, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- I am aware that there is a limit to the number of submissions that I can make for each assessment and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided and I am aware that my assessor will not assess work that cannot be clearly identified and may request the work be resubmitted according to the correct process.
- This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of a qualification or statement of attainment.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

Name : Lakshmi
Harikrishnan

Signature:  **Date:** 28/07/2020

WRITTEN QUESTIONS

1. Below are the different stages of the lifecycle of a project. Match each lifecycle stage to its correct description.

Write the letters that correspond to your answers in the spaces provided.

	Stage	Description
c	Scoping	a. It is during this phase that a project management plan is developed all comprehensive of individual plans for – cost, scope, time, quality, communication, risk and resources. Some of the important activities that mark this phase are - making WBS, development of schedule, milestone charts, GANTT charts, estimating and reserving resources, planning dates and modes of communication with stakeholders based on milestones, deadlines and important deliveries.
a	Planning	b. It is in this phase that the project deliverable is developed and completed, adhering to the plan as developed in the previous phase. The project execution and project monitoring and Control are the 2 phases that mostly occur simultaneously. A lot of project management tasks during this phase capture project metrics through tasks like status meetings and project development updates, status reports, human resource development and performance reports.
b	Implementation	c. A project is formally started, named and defined at a broad level during this phase. Project sponsors and other important stakeholders perform their due diligence on whether or not to undertake a project, or choose to undertake one project over another. Depending on the nature of the project, feasibility studies are conducted or as it may require.
e	Monitoring	d. It includes a series of important tasks such as making the delivery, relieving resources, reward and recognition to the team members and formal termination of contractors in case they were employed on the project.

d	Closing	e. This phase mostly deals with measuring the project performance and progression with respect to the project management plan. Scope verification and control to check and monitor for scope creep, change control to track and manage changes to project requirement, calculating key performance indicators for cost and time are to measure the degree of variation if any and in which case corrective measures are determined and suggested to keep project on track.
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2. Consider a project that you are currently working on or you would most likely work on in the future.

Provide an outline of typical project phases that would take place during the Implementation Stage of this project.

Develop detailed requirements and high-level scope to enable the solution.

Develop solution, spec, cost and detailed plans.

Design, develop and test the solution.

Develop,Execute,control

3. The following are various structures in which the Implementation Stage of the project can be carried out. Match each structure to its correct description.

Write the letters that correspond to your answers in the spaces provided.

Structure		Description
d	Sequential phase-to-phase relationship	a. Projects intended to respond to high levels of change and ongoing stakeholder involvement. Also very iterative and incremental but differ in iterations being very rapid (2-4 weeks) and are fixed in time and cost.
e	Overlapping phase-to-phase relationship	b. The project phases (more commonly known as iterations) repeat one or more project activities as the project team's understanding of the product increases.
c	Predictive life cycle	c. The project phases repeat one or more project activities as the project team's understanding of the product increases.
b	Iterative/incremental life cycle	d. In this structure, a new phase starts only when a previous phase is complete. The step-by-step nature of this approach reduces uncertainty, but may eliminate options for reducing the schedule.
a	Adaptive Life Cycle	e. This is where a phase starts prior to the completion of a previous one. This can sometimes be applied as an example of the schedule compression technique called fast tracking. Overlapping phases may increase risk and can result in rework if a subsequent phase progresses before accurate information is available from the previous phase.

4. Which of the following are activities that usually take place as part of the closing of a project?

Select all that apply.

☒	a. Project evaluation
☒	b. Warrantee requirements
☐	c. Create communications log
☐	d. Develop project management plan
☒	e. Writing and delivery of project final report
☒	f. Finalisation of accounts and other financial documentation
☐	g. Delvelop project charter
☒	h. Handover of project deliverables
☒	i. Settling of financial liabilities
☒	j. Project evaluation
☐	k. Identify stakeholders
☒	l. Signing off by the project sponsor
☒	m. Finalise lessons learnt documentation and communicating it where needed
☒	n. Transition of responsibility or ownership of project deliverables or products
☒	o. Archiving of project documentation

5. The following are different methodologies used to break project objectives into achievable project deliverables. Match each of the following to its correct description.

Write the letter of your answer in the spaces provided.

Methodology		Description
d	Project governance	a. A document that formally authorises a project or a phase. It includes the initial requirements that satisfy the stakeholders' needs and expectations. It provides the overall high level description of the strategies and goals of your project.
b	Project management information system	b. An automated tool, such as scheduling software tool, a configuration management system, and information collection and distribution system or web interfaces to other outline automated systems.
a	Project charter	c. A document covering all the details of the project down to a very detailed level. It can be presented in the form of a Gantt chart or any other document that displays project activities along a timeline.
e	Work Breakdown Structure	d. It provides a management structure for the project manager and their team to deliver the project. It provides the support, processes and tools needed for the project to be delivered.
c	Project plan	e. A document detailing the subdivision of project deliverables into smaller more manageable components.

6. Below are different types of project governance models. Match each model to its correct description.

Write the letters that correspond to your answers in the spaces provided.

Project governance model		Description
b	Programmatic Based	a. In this model, project managers have a high level of authority to manage and control the project resources. The project manager in this structure has total authority over the project and can acquire resources needed to accomplish project objectives from within or outside the parent organization, subject only to the scope, quality, and budget constraints identified in the project.
c	Matrix Based	b. A traditional structure in which program sector managers have formal authority over most resources. It is only suitable for projects within one program sector.
a	Project Based	c. This model allows program units to focus on their specific technical competencies and allow projects to be staffed with specialists from throughout the organisation.

7. List two (2) documentation that must be created to record strategies and goals for integration processes. In your own words, briefly describe each documentation.

Do not exceed fifty (50) words for each discussion

Documentation	Discussion
Project Charter	This document provides a high-level overview of the purpose of a project and its scope. Especially, it defines 1. Project Vision, objectives, scope and deliverables. 2. Stakeholders, roles and responsibilities 3. The proposed approach to implementing the project. Project charter help to effectively communicate with stakeholder. Having a good and complete charter help effective management of the project.
Project plan	The project plan is a formal, approved document used as a guide for how the project will be managed. These documents cover all the details of the project down to a very detailed level. It is most commonly represented in the form of a Gantt chart to communicate with stakeholders.

8. Consider the communication media you would utilise in project management.
- List three (3) communication media you would utilise in project management.
 - Discuss how each communication media is applied on various projects.

Communication media	Discussion
Email	Email is a highly effective tool for communicating with the stakeholders in the project where there is no risk of misunderstanding. If there are disputes in the project, emails can be used as a record to refer.
Face to face meetings	Face to face meeting is very effective to communicate daily operative issues, gives status reports and solve problems. Face to face meetings allows for clear communication and build team morale. Also, this contributes to more robust, meaningful business relationships.
Phone	This can be used to communicate information as quickly and directly to individuals. Phone calls usually provide more clarity and understanding.

9. Discuss how each of the following communication methods below is applied on various projects.

- a. Verbal communication
- b. Non-verbal communication
- c. Written communication

In your discussion, include at least one (1) specific example or scenario on how each communication method is applied on various projects.

Communication Method	Discussion <i>(with at least one (1) specific example or scenario for each communication method)</i>
Verbal communication	One of the most effective and efficient methods of sharing information between individuals. As this provides an opportunity for the listeners to provide feedback as to their understanding of what being said. Meetings are one of the most common types of verbal communication examples in the workplace. This will help to share ideas, address any concerns and update project status.
Non-verbal communication	This is the method of communicating with others using actions rather than words. This can include communication using hand gestures, eye contact, body language, appearance etc. It can take place in many workplace situations, including meetings, conversations and interviews.
Written communication	Another most essential form of communication which includes email, reports, contracts etc. Project managers use emails to send progress reports to client representatives.

10. List two (2) types of project management information systems (PMIS) and, in your own words, discuss how each is applied in project management.

Do not exceed 50 words for each discussion.

Information systems	Application
Computer based PMIS	This system used to create or revise printed plans, schedules and budget rapidly. This can store a large amount of information that is easily accessed, prioritises, and summarised. Computer PMIS includes: Microsoft Project Project Scheduler Welcom Trakker Primavera
Web based PMIS	The web-based project software is especially helpful in situations where project team members are located at different sites. Benefits of this system include immediate availability of project information, efficiency and accessibility for communicating with workers, ease of learning and usage, and reliability.

11. The following are methods used to evaluate information systems and communication processes. Match each method to its correct description.

Write the letters that correspond to your answers in the spaces provided.

Method		Description
d	System quality	a. A performance measure to evaluate the efficiency of an investment (such as in this case, resources used to facilitate project communication). It measures the return on an investment relative to the investment's cost.
b	Information quality	b. The information system is assessed in terms of accuracy of output, promptness of output, precision of output, reliability of output, arrival of output, output completions, and output format
a	ROI	c. It is a useful tool for performing retrospective analyses of the characteristics of internal communication. With the help of this model we can obtain several interpretations of the characteristics of project communications which help improve the communication process and also the project management process.
c	Internal Communication Analysis Model	d. The information system is assessed in terms of response time, accessibility, realization of user's demands, correction of mistakes, model and data safety, system documentation and procedures, system flexibility and system compatibility.

CASE STUDY

Instructions to Student

These case studies are hypothetical situations which will not require you to have access to a workplace, although your past and present workplace experiences may help with the responses you provide. You will be expected to encounter similar situations to these in future as you work in a project team environment.

In the real world you are likely to encounter the situation where you enter a project, taking over from another project manager. The documentation that is handed over to you is not necessarily up to scratch, and there could be serious issues with the project. This assessment captures that real life scenario.

The case studies are the first part of dealing with “multiple complex projects” required in all the units of this subject. The other assessment covering this requirement is the practical assessment. When you have completed the case studies you will be able to commence the practical assessment which covers the generic skills needed to function as an effective project team member. This assessment on the other hand covers the application of the underpinning knowledge and background theory.

Introduction

You have been appointed as a project management consultant to the project team at Awesome Landscapes Pty Ltd. Specifically, you are required to provide independent advice on seeing their current project throughout its entire lifecycle.

You will be working in this project in every case study assessment throughout this course. The project involves the landscaping of a new eco-resort. The company has hired you on the basis of your ability to analyse project methodology, not on your knowledge of the nature of the landscaping work they perform.

At this stage of the project the project charter and project plan have already been developed. You have been assigned to examine the project plan before the project launches in three months' time. In particular you have been asked the following questions which you will need to provide answers for upon examination of the project charter and the project plan.

The documents you need to complete the succeeding tasks can be accessed by accessing the following links:

[Project Charter version 1 \(.pdf\)](#)

[Project Plan version 1 \(.pdf\)](#)

[Project Gantt Chart \(.mpp\)](#)

[Project Gantt Chart \(.pdf\)](#)

[Project Network Diagram](#)

(username: cstclearner password: CstcPty@123)

Note: These documents were generated in year 2016. For the purpose of this assessment, refer to '2016' as the current year and '2017' as the succeeding year.

1. List all personnel (name, title / designation, and company) who are required to sign off on the Project Plan before the project is endorsed for commencement.

Discuss why each personnel you listed are required to sign off on the Project Plan. Do not exceed fifty (50) words for each discussion.

Personnel	Title / Designation, Company	Discussion
Susan Wills	Program Manager – Massive Eco-Development Corporation	The project sponsor with overall accountability of the project. Shee is concerned about the project as they are funding it and will require it to be finished on time to market. She is responsible for initiating, ensuring, approving, and establishing critical aspects of the project. Also, she is part of the project steering committee.
Stephen Lyons	Planning Manager - Cascade Peak Shire Council	The council regulate the construction of the project. He is responsible for the compliance of the landscaping with the requirements of an environmentally sensitive work site. Also, he is part of the project steering committee.
Kate Chan	Project Manager - Timber Home Construction Ltd	Timber Home is partnered with Massive eco-development. Responsible for constructing the chalets. She is responsible for ensuring landscaping works does not damage or delay any work done on the chalet. Also, she is part of the project steering committee.

Kim Nguyen	Director Awesome Landscapes Pty Ltd	– He is the director of Awesome Landscapes, who is having a contract with the client organisation. They have a crucial responsibility in the delivery of this project. Director is responsible for delivering the project within a fixed budget.
Sam Ng	Project Manager – Awesome Landscapes Pty Ltd	– Project managers play the lead role in planning, executing, monitoring, controlling and closing projects. They are accountable for the entire project scope, project team, resources.

2. Review the Project Plan.

- a. Does the Project Plan show evidence that the project has been appropriately approved for commencement?
- b. Does the Project Plan show evidence that it has been distributed to all stakeholders who are required to have a copy?

Guidance:

If it has been approved and distributed, indicate which section(s) or page(s) in the Project Plan indicate so. If not, explain what needs to be done to have the project approved for commencement.

- a. Yes, The project plan does show evidence that it has been approved for commencement. On page 1, all steering committee members signed and dated the distribution list on 28 May 2020, which is same as the initial release of version 1 document. On page 2, mentioned project registration details. On page 6, it is marked as approved, and all required project steering committee members are signed off and dated.
- b. Yes, The project plan does show evidence that it has been distributed to all stakeholders. On page 1, all project steering committee signed off and dated project distribution list.

3. How will the Project Outcomes be reported?

- > Project Status report: The status report must use the standard template provided in Appendix 39 - Project Status Report Template.
- > Audit Report: The audit report template in Appendix 36 will be used for all internal and external auditing. The outcomes of all internal and external audits are to be included in the status reports.
- > Final project Report: A final report must be completed at the end of the project when all stages have been complete. The template for this report is in Appendix 42.

All reports are to be signed off by the project sponsor before being distributed to all members of the project steering committee.

Reports to send quarterly, or with any change request, to by Sam Ng(Project Manager, Awesome) to Susan Wills (Program Manager, Massive), Robert Hinson (Project Manager, Massive), Kate Chan (Project Manager, Timber), and Kim Nguyen (Director, Awesome).

4. List all personnel (name, title/designation, company) who must have a copy of the Project Progress Reports.

Discuss why each personnel you listed must have a copy of the Project Progress . Do not exceed fifty (50) words for each discussion.

Personnel	Title / Designation, Company	Discussion
Susan Wills	Program Manager – Massive Eco-Development Corporation	Being developers representative, she is concerned about the project as they are funding it and will require it to be finished on time, quality and cost to market.
Robert Hinson	Project Manager – Massive Eco-Development Corporation	Being developers project manager, he is concerned about the project as they are funding it and will require it to be finished on time, quality and cost to market.
Stephen Lyons	Planning Manager - Cascade Peak Shire Council	As a council representative, Stephen would need to ensure the progress of the project adhering Councils plan. Stephen will be concerned with the compliance of the landscaping With the requirement of environmentally sensitive work sites.
Kate Chan	Project Manager - Timber Home Construction Ltd	Kate being a partner of developer she needs to ensure time, cost and quality are maintained and that the performance of her company Timber Home Construction Ltd is achieving the benchmark standards that are required.

		Also, she is interested to know that landscaping work does not damage or delay any work done on chalets.
Kim Nguyen	Director – Awesome Landscapes Pty Ltd	As project director, he is responsible for the maintaining company's performance within satisfactory or exceeding expectations and without any environmental negligence, which could negatively affect his company.
Sam Ng	Project Manager – Awesome Landscapes Pty Ltd	As a project manager, he is responsible for producing the report. He is responsible for overall project execution. Reports could be used as a tool to demonstrate any future claims that could arise from the project. It is a concurrent record of events throughout the project life cycle.

5. At which stage of the project life cycle is the project?

Assume the current date is 7 May 20xx, where 20xx is the current year.

☐	a. Scoping
☒	b. Planning
☐	c. Monitoring
☐	d. Implementation
☐	e. Closing

6. Discuss how Massive Eco-development Corporation is going to maintain effective integration between the three projects?

Your discussion must be 100 – 200 words in length.

Guidance: Why have the three projects been planned separately rather than being integrated into one single project? Discuss factors that ensure the effective running of the three projects running together as separate projects.

Massive Eco-Developments are consecutively executing three separate projects that have co-dependencies. The three projects are The Landscaping Project, The Building Project of the Eco Chalet Resort and the Marketing Project. The project sponsor requested that the three projects remain separate as each will have their project manager who will be required to collaborate with the other project managers. However, the marketing company are not required to coordinate with the landscaping company.

The reason three separate projects may have been selected rather than all three being integrated into one project may be for the following reasons.

>Awesome Landscapes expertise is the landscaping project and has no experience or interest in the build or marketing projects; hence, it makes sense to keep that as a separate project.

>Timber Home Construction Ltd's expertise is in the logging and fabrication of logs for the log cabins, transportation of building materials, building the chalets, installing the utilities and decorating and finishing the cabins. It would not make sense to ask them to be involved with the landscaping project as they probably engage a specialist subcontractor and then manage and report their work for a margin.

>The marketing project is an independent project wholly requiring a different skill set that neither Timber Homes nor Awesome would possess.

Massive Eco Developments will maintain effective integration between the three projects by having their Program Manager and Project Manager placing on the steering committee of each project so that they are well-informed of the details of each separate project.

7. In your own words, discuss each of the following processes involved in the Closing Stage of the project.

Do not exceed 150 words for each discussion.

Payment of Remaining Invoices	All invoices that have not yet been paid to suppliers and contractors are settled prior to the preparation of project closure documentation.
Project Closure Meeting Documentation	The project completion report must be completed, showing the results of the project, lessons learnt, and an audit report. The project plan is to be updated with an additional change control version incorporated. The project plan must include the following: 1. The version control table indicates this is the final version at completion. 2. Updated Gantt chart showing project completion. 3. Final Lessons learnt documentation. 4. All issues in the issues register have either been closed or documented in the project closure report. 5. A copy of the project completion report must be included. 6. A final audit report on the project and mainly its costs must be included. The project archives checklist must be complete. The formal acceptance and closure must be complete to be signed off at the project closure meeting.

Pre-meeting Audit	Independent project audit must complete before Project closure meeting to ensure that the objectives of the project achieved. Independent Auditor must evaluate the following documentation 1. The project plan is to be updated with an additional change control version incorporated. 2. Updated Gantt chart showing project completion. 3. Final Lessons learnt documentation. 4. All issues in the issues register have either been closed or documented in the project closure report. 5. Project completion report.
Final Project Meeting	All project steering committee members are required to attend the final project meeting. Each member will be provided with a copy of the project documentation, which includes: • Project completion report. • Final version of the project plan. • Project archives checklist. • Formal acceptance and closure. The meeting commences with confirmation of the accuracy of the report and updated project plan. All the lessons learnt documentation is then reviewed with lessons applicable to future projects noted by the committee. The completion report, project plan and formal acceptance and closure must all be signed off by the signatories of the project steering committee. The template used for the formal acceptance and closure is provided in Appendix 43. Each steering committee member takes their copy of the project completion documentation for their own archiving.

Final Project Invoice	After acceptance and sign off of final project documentation, Awesome Landscapes raise an invoice to Massive Eco-development Corporation for the final contract payment.
Project Archival	After receiving final contract payment by Massive Eco-development Corporation, all project documentation can be archived. The project archive checklist found in Appendix 44 must be printed off and checked off as each piece of project documentation is archived in both hard and electronic copy. The hard copy documentation(charter, plan, reports, change requests, etc.) must be scanned into the network. The hard copy files must be filed in the archiving compactors at Awesome Landscaping Pty Ltd. The electronic files must be stored in the archival hard drive (Q:/) under a separate folder identifying the project name and date of archiving.

8. How will the project be monitored?

The project will be monitored for a time, cost and quality using various methodologies as follows:-

1. A Time Management Plan: on page 20 of the Project Plan which refers to the following appendices

Appendix 1 WBS,

Appendix 2 Gantt Chart,

Appendix 3 Network Diagram,

Appendix 4 Effort and Duration of Tasks,

Appendix 5 Task Dependency Worksheet.

There are three key milestones for the project describing which activities need to take place in each timeframe. The Project Manager will monitor progress on site against the Gantt chart and record the progress by way of a drop line on the Gantt chart showing where the project is against the planned progress.

Phase 1: Pre-building,

Phase 2: Building Support

Phase 3: Planting and Landscaping,

2. A Cost Management: This will be monitored against the project budget, which is split into phases and has costs for labour, procurement and purchase supported by project budget calculations provided in appendices 6 & 7. There is a project contingency that will be used to deal with any unforeseen costs, but the assumption is that there is a high confidence level that the project will come in on budget. Payments are made against the project phase milestones set out on page 23 of the Project Plan. Invoicing will take place on the first working day of each month and be paid 28 days later. A schedule of payment dates is listed on page 24 up to the contract sum of \$550,000.00. A cashflow curve can be found in Appendix 8, which can be used to monitor what the project thought it would spend at any given point against the actual spend.

3. A Quality Management Plan: This is discussed on page 25 of the Project Plan which details the quality requirements for the project. Section 5.5 Quality Assurance details the project integration processes which will be audited on a monthly basis. Section 5.6 Quality Control lists the tasks that will be audited by the Project Manager for Quality Control and Quality Assurance. There is a list of audits that will be conducted by the Council also on pages 27 and 28.

9. Review the objectives of the project.

- a. Do the objectives of the project align with the business objectives of Awesome Landscapes? Explain your reasoning.
- b. Do the objectives of the project align with business objectives of project sponsor organisation? Explain your reasoning.

Each discussion must be between 50 – 150 words.

- a. Yes, the key objectives of the project align with Awesome Landscapes business objectives as they were established twelve years ago to provide landscaping solutions in large scale commercial and residential developments. Throughout the lifetime of the project, they have worked closely with several specialist subcontracting companies to offer a full range of landscaping services. The key objectives of this project are to: Prepare the site for construction of the log cabin chalets. Scope includes excavating and laying access roads and the creation of retaining walls to stabilise the soil around the construction areas. Excavate channels for underground utility services. Mitigate for any erosion or subsidence during the construction of the log cabins, and to construct additional landscaping where need a diversion of a local stream to provide cascading channels running through the resort in between the chalets. Complete the planting and landscaping to ensure the resort blends in perfectly with the natural forest. Ensure the construction project minimally impacts the forest flora and fauna.
- b. Yes, the key objectives of the project align with Massive Eco-Development Corporation business objectives as they were established eight years ago building eco-lodges in ecologically sensitive areas of strong tourism demand throughout the country. They construct the eco lodges before selling them off to large tour operators to accommodate tourists. This project is to create the landscaping and excavation services for an ecologically friendly resort on the lower slopes of Cascade Peak. The landscaping element of the project will help the resort to look attractive and generate business.

10. Sam has a gut feeling there will be some changes to the project once it commences. A rumour is spreading that there are going to be some additional chalets built requiring the construction of three more retaining walls than what appears in the project plan. He has specifically asked if he can approve and sign off on the extra construction himself knowing there is quite a big contingency budget to the project.

Explain the procedure Sam would follow regarding the construction of the three additional retaining walls.

Your discussion must not exceed 500 words.

Guidance

Answer Sam's question by providing in your own words a specific procedure for the approval of the construction of three additional retaining walls. When mentioning any people in the procedure, list them by name and job title.

Sam Ng Awesome Landscapes Project Manager would need to raise a change request if he wanted to spend against the construction. The Project Plan has a defined scope of works for a defined budget, and a contingency should not be used for any additional works. Awesome Landscapes would be entitled to recover the extra costs plus margin for any Client initiated changes.

The change control process will adhere to the following procedure. This procedure ensures appropriate

stakeholders approve any changes, and all stakeholders are equally informed of changes to the initial

project plan:

1. All suggestions for changes to the project scope, time, cost, quality, human resources, communications, risk, procurement and integration need to sent to the project manager (Awesome Landscaping). He will populate the information into a change request using Appendix 38 - Project Change Request Template.
2. The changes will be negotiated between the project manager (Awesome Landscaping) and the program manager (Massive Eco-Development).
3. The draft change request will go to the planning manager of Cascade Peak Shire Council who will advise if new Council approval is needed as part of the proposed changes.
4. If a Council approval is required, the program manager (Massive Eco-Development) will commence the application process as needed.

5. Once Council approvals have been granted, the matters within the change request will be incorporated within the project plan and other project documentation as required.
6. The project plan must include all change requests (template provided in Appendix 38), along with an up to date change register (Appendix 37).
7. The changes in the project documentation must be clearly colour coded by highlighted text as below. All omitted text must be formatted with a strikethrough to show it has been deleted and must be highlighted with the colour relevant to the version.
 - a. Change request 1 – Yellow highlighting.
 - b. Change request 2 – Green highlighting
 - c. Change request 3 – Blue highlighting
 - d. Change request 5 – Pink highlighting
8. The change request and all modified documentation are examined at a face to face meeting by Susan Wills (Program Manager – Massive Eco-Development Corporation), Stephen Lyons (Planning Manager - Cascade Peak Shire Council), Kate Chan (Project Manager - Timber Home Construction Ltd), Kim Nguyen (Director – Awesome Landscapes Pty Ltd), Sam Ng, Project Manager – Awesome Landscapes Pty Ltd and any other stakeholders directly impacted on the change request.
9. The change request is signed off by Susan Wills (Program Manager – Massive Eco-Development Corporation), Stephen Lyons (Planning Manager - Cascade Peak Shire Council), and Kim Nguyen (Director – Awesome Landscapes Pty Ltd).
10. The changes are communicated and implemented by the project manager (Awesome).

WORKBOOK CHECKLIST

When you have completed this workbook, please ensure you have completed all parts of it:

- ☒ **Written Questions**
- ☒ **Case Study**

IMPORTANT REMINDER

Students must achieve a satisfactory result to ALL assessment tasks to be awarded COMPETENT for the unit relevant to this subject.

To award the student competent in the units relevant to this subject, the student must successfully complete all the requirements listed above according to the prescribed benchmarks.

End of Document