

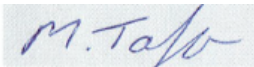
# BSBPMG515

## 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 Matt Taylor

Participant signature 

Assessor name Chris Smalll

Assessor signature 

Date 20/08/2020

| Number of tasks | Number of tasks completed | Satisfactory?                       |                          |
|-----------------|---------------------------|-------------------------------------|--------------------------|
|                 |                           | Yes                                 | No                       |
| 1               | 1                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

|                          |
|--------------------------|
| <b>ASSESSOR COMMENTS</b> |
|--------------------------|

In consultation with Damian Granland Beavis & Bartels Pty Ltd Project Manager For Dutton Park High School Project, I can confirm Matt has met the requirements of and has been deemed competent in this practical task

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| <b>Practical Task 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                          |                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Description of task:</b><br>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.<br><br>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. |                                                                                                                          |                                                                                 |
| <b>Resources required:</b><br>Project documentation, Personnel documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                          |                                                                                 |
| <b>Assessment of task</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                          |                                                                                 |
| <b>Name of participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Matt Taylor                                                                                                              |                                                                                 |
| <b>Name of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Damian Granland                                                                                                          |                                                                                 |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Project Manager – Beavis & Bartels Dutton Park Project                                                                   |                                                                                 |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | dgranland@beavisbartels.com.au                                                                                           |                                                                                 |
| <b>Signature of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |                                                                                 |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 20/08/2020                                                                                                               |                                                                                 |
| <b>When completing the task, did the participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                          | <b>Tick if satisfactorily completed.<br/>Provide comments if left unticked.</b> |
| <b>1 Plan human resources relevant to projects</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                          |                                                                                 |
| A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Determine resource requirements for individual tasks to establish required project personnel levels and competencies.    | <input checked="" type="checkbox"/>                                             |
| B.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Establish project organisation and structure to align individual and group competencies with project tasks.              | <input checked="" type="checkbox"/>                                             |
| C.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Allocate personnel to the project to meet planned work outputs throughout project timeline.                              | <input checked="" type="checkbox"/>                                             |
| D.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel. | <input checked="" type="checkbox"/>                                             |
| <b>2 Implement project personnel training and development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                          |                                                                                 |
| A.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Negotiate, define and communicate clear project role descriptions.                                                       | <input checked="" type="checkbox"/>                                             |

|                                                                                                                                         |                                                                                                                                     |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| B.                                                                                                                                      | Identify, plan and implement ongoing development and training of project team members to support personnel and project performance. | <input checked="" type="checkbox"/> |
| C.                                                                                                                                      | Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.                | <input checked="" type="checkbox"/> |
| <b>3 Lead project team</b>                                                                                                              |                                                                                                                                     |                                     |
| A.                                                                                                                                      | Implement processes and take action to improve individual performance and overall project effectiveness.                            | <input checked="" type="checkbox"/> |
| B.                                                                                                                                      | Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale.    | <input checked="" type="checkbox"/> |
| C.                                                                                                                                      | Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment. | <input checked="" type="checkbox"/> |
| D.                                                                                                                                      | Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives.      | <input checked="" type="checkbox"/> |
| <b>4 Finalise human resource activities related to projects</b>                                                                         |                                                                                                                                     |                                     |
| A.                                                                                                                                      | Disband project team according to organisational policies and procedures.                                                           | <input checked="" type="checkbox"/> |
| B.                                                                                                                                      | Identify and document human resource issues and recommended improvements.                                                           | <input checked="" type="checkbox"/> |
| <p>The participant's performance was: <input checked="" type="checkbox"/> Satisfactory    <input type="checkbox"/> Not Satisfactory</p> |                                                                                                                                     |                                     |

### OBSERVER COMMENTS

I'm observing Matt's evidence of this daily in his role on the Dutton Park Schools Project for Broad Construction.