

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	XI KE
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Participant signature 

Assessor name _____

Assessor signature

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

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

ASSESSOR COMMENTS

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:	XI KE	
Name of observer:	Darren O'Connor	
Role of observer (Confirm suitability to sign)	Project Manager – Delta Group	
Email address of observer	darren.oconnor@deltagroup.com.au	
Signature of observer:		
Date:	11/08/2020	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine project schedule		
1.1A. Develop work breakdown structure with sufficient detail to enable effective planning and control.		☒
1.1B. Estimate duration and effort, sequence and dependencies of tasks, to achieve project deliverables.		☒
1.1C. Use project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks.		☒
1.1D. Contribute to achieving an agreed schedule baseline and communication of the schedule to stakeholders.		☒
2 Implement project schedule		
1.2A. Implement mechanisms to measure, record and report progress of activities according to agreed schedule.		☒
1.2B. Conduct ongoing analysis to identify baseline variance.		☒
1.2C. Analyse and forecast impact of changes to the schedule.		☒
1.2D. Review progress throughout project life cycle and implement agreed schedule changes.		☒

1.2E.	Develop responses to potential or actual schedule changes and implement them to maintain project objectives.	☒
3 Assess time management outcomes		
1.3A.	Review schedule performance records to determine effectiveness of time management activities.	☒
1.3B.	Identify and document time management issues and recommend improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

XI KE (Simon) has been managing the Hotel Jen drop chute base construction project. The following has been observed while he was completing the project.

1. A program has been developed using Excel with details of all trades involved, sequencing of the work and duration of each task.
2. All progress and project changes were either communicated within the prestart or captured in the start card.
3. Project was delayed for a day due to wet weather. However program was recovered by introducing an afternoon shift for one of the trade.
4. Design of the chute base had to be changed and increased the amount of steel and concrete required. However these increased amount were considered and allowed for in the planning stage and were procured, Therefore no delay was caused by the change of design.