

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

MARK SZTYBEL

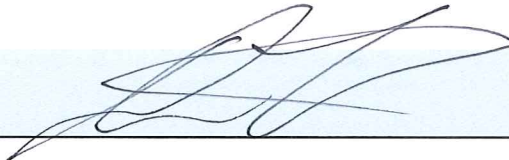
Participant signature



Assessor name

DAMIEN FRENCH

Assessor signature



Date

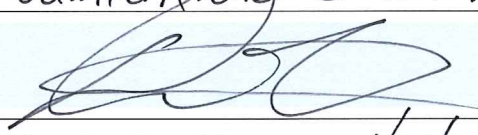
Click here to enter a date.

1/4/22

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:	MARK SZYBEL
Name of observer:	DAMIEN FRENCH
Role of observer (Confirm suitability to sign)	SENIOR PROJECT MANAGER
Email address of observer	damienfrench@nisen.com.au
Signature of observer:	
Date:	Click here to enter a date. 1/4/22
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.	☒

ASSESSOR COMMENTS

SEE OBSERVER COMMENTS

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/ UTILISE PROCEDURES FROM HEAD CONTRACTOR FOR DOCUMENT REQUIREMENTS AND COMMUNICATION. SAME DOCUMENT LISTS OUT COMMUNICATION MANAGEMENT PROJECT USES ACNEX 2/ PM USES ACNEX AS A SOLE FORM OF OFFICIAL INFORMATION AND COMMUNICATION EMAIL FOR NON OFFICIAL 3/ COMPANY HAS A LESSONS LEANT POLICY AND IS COMPLETED AS A GROUP OF MANAGERS IN A MEETING.

Table of Contents

(PART 1)

Part A - Guide	5
1. Definitions	6
2. Responsibility	7
2.1 Responsibility of the Individual Users	7
3. Practice and Procedures	8
3.1 Distribution of Controlled Documents	8
3.2 Document Tagging and Document Fields	8
3.3 Training and Support	8
3.4 Access to Aconex	8
4. Project Information	9
4.1 Project Details	9
4.2 Aconex Subscription Costs	9
4.3 Project Protocols	9
4.3.1 Project Documentation	9
4.3.2 Document Control Single Point of Contact	9
4.3.3 Soft Copy and Hard Copy Documents	10
4.3.4 Printing of Documents	10
5. Document Module Configuration	11
5.1 Document Register Fields	11
6. Document Numbering Conventions	12
6.1 Author Codes	12
6.2 Project Document Numbering - DBC	12
6.2.1 Project Document Numbering - DBC Examples	13
6.3 Project Document Numbering - Head Contractor	14
6.3.1 Project Document Numbering - Head Contractor Examples	15
6.4 Document / Drawing Category Series	16
7. Information Management / Document Control Requirements	19
7.1 Multiple File Formats	19
7.1.1 Multiple File Formats - DBC Examples	19
7.1.2 Multiple File Formats - Head Contractor Examples	20
7.2 AutoCAD Files	21
7.2.1 AutoCAD Files - DBC Requirements	21
7.2.2 AutoCAD Files - Head Contractor Requirements	21
7.2.3 AutoCAD Files - Head Contractor Template Example	22
7.3 Electronic File Names	23
7.3.1 Electronic File Names - DBC Examples	23
7.3.2 Electronic File Names - Head Contractor Examples	23
7.4 Document Revision Convention	24
7.5 Document Title Convention	25
7.5.1 Document Title Convention for Heritage Buildings	26
7.6 Document Types and Codes	27
7.7 Document Status	29
7.8 Document Phase	30
7.9 Disciplines and Codes	31
7.10 Zones / Buildings and Codes	32
Illustration A. QWB Precinct (Project Overview)	33
Illustration B. QWB Zones	33
Illustration C. QWB Buildings	34

Illustration D. QWB Compliance Assessment Zoning	34
7.10.1 QWB Zones.....	35
7.10.2 QWB Buildings	36
7.11 Trades and Codes	37
7.12 Work Packages.....	39
7.13 Works Contract Numbers	39
7.14 Required for Handover?	40
7.15 Transmittals - Reason for Issue	40
7.16 'No Longer In Use' and 'Not Currently In Use' Processes	42
7.16.1 'No Longer In Use'.....	42
7.16.2 'Not Currently In Use'	42
7.17 Tenancy Field	43
8. BIM Module	44
8.1 BIM Model Numbering Convention	44
8.1.1 BIM Model Numbering - DBC Example	44
8.1.2 BIM Model Numbering - Head Contractor Example.....	44
8.2 BIM Model Electronic File Names.....	45
8.2.1 BIM Model Electronic File Names - DBC Example	45
8.2.2 BIM Model Electronic File Names - Head Contractor Example.....	45
8.3 BIM Model Title Convention.....	45
8.3.1 BIM Model Titles - DBC Example	45
8.3.2 BIM Model Titles - Head Contractor Example.....	45
9. Workflow Module.....	46
9.1 Documents to be Managed Through a Workflow.....	46
9.2 Workflow Template Naming Convention.....	46
9.3 Workflow Naming Convention.....	46
10.Supplier Documents Module (Handover Only).....	47
11.Mail Module	48
11.1 Mail Types and Configuration	48
11.2 Mail Numbering.....	51
11.3 Mail Subject Convention	51
11.4 Mail Attribute 1 - Discipline	51
11.5 Mail Attribute 2 - Zone	52
11.6 Mail Attribute 3 - Building.....	53
12.Field (Defects) Management.....	54
12.1 Aconex Help and Support.....	54
13.Project Preferences.....	55
14.Record of Change.....	56
15.APPENDIX 1 - ACONEX 'AUTHOR CODES' REGISTER.....	60
16.APPENDIX 2 - ACONEX 'TITLE' DESCRIPTIONS REGISTER.....	67
17.APPENDIX 3 - ACONEX 'ZONE'/'BUILDING' METADATA REQUIREMENTS REGISTER....	70
18.APPENDIX 4 - ACONEX DOCUMENT UPLOADING METADATA REQUIREMENTS TABLE	72
19.APPENDIX 5 - ACONEX NUMBERING OF HERITAGE DOCUMENTS TABLE.....	73
20.APPENDIX 6 - ACONEX TENANCY ID OF STAR RESTAURANTS DOCUMENTS TABLE...	74

3. Practice and Procedures

This section provides an overview of the way in which information is being managed on Aconex and good practice considerations required to maintain concise and accurate project information. The following details the information management requirements that have been put in place on this project.

3.1 Distribution of Controlled Documents

All project-related documents must be distributed via Aconex. This will ensure that all relevant documents are captured and stored in one, central location.

3.2 Document Tagging and Document Fields

All project participants must apply the appropriate document tags defined by the fields in the project. These are key pieces of information (or metadata) that are used to identify each document such as Number, Title and Revision. Certain fields are mandatory.

3.3 Training and Support

Training and ongoing support is available to all project participants throughout the project life.

New user training options are outlined below:

1. [Getting Started Videos](#)
2. [Aconex Certified Course](#)
3. [Live, Instructor-Led Training \(Online\)](#)

To arrange more advanced training sessions or process workshops email [Aconex Training Enquiries](#) or contact Aconex on 1300 ACONEX (226 639).

24/7 helpdesk support is available for all members globally. A list of Global Helpdesk numbers and office locations can be found at [Contact Aconex](#).

3.4 Access to Aconex

Access is obtained through registration with Aconex. Registration is a once off process; you do not need to register your organization with Aconex for each project.

To register, visit the Aconex website at www.aconex.com.

You can also click this link to go direct to the registration page, Organization Registration Form (AU1) (this link is specific to the registration of an organization on the AU1 server).

Once your registration is complete, you must now be invited to the project. Contact **DBC** who will arrange the invite through the mail or document transmittal process.

Each organization is responsible for the management of their users, employees. To obtain a user account you must contact your Organization Administrator. To obtain the name of this person you can contact the Aconex Helpdesk on 1300 22 66 39 (1300 ACONEX).

NOTE:

Destination Brisbane Consortium can always run a check of the Global Directory for those organizations they wish to invite/ provide access to the project to. Search the Global Directory for the organization, once located you can search their list of users. If you find the user you want to invite to the project you can simply invite them through a mail or document transmittal via Aconex.

Where the user is not present in the directory you can click on the organization name to identify the organization administrator(s). You can then contact them to provide the user account for those users you wish to invite to the project.

1. Definitions

The table below provides an overview of some of the terminology used within the Aconex system:

Aconex Client	The Organization that engaged the services of Aconex for the project - Destination Brisbane Consortium .
Controlled Document	A document that is registered with searchable tags (metadata) and a complete document, transaction history.
Document Register	An electronic registry of all documents that have been registered by your Organization or received by transmittal from other Organizations.
Key Contact	The primary point of contact for Aconex staff throughout the project lifecycle. This may be the Aconex Client or an Organization delegated as key contact by the Aconex Client.
Mail	Project correspondence which contains searchable metadata to assist with retrieval and reporting of all communication between project participants.
Mail Register	An electronic registry of all correspondence that has been created by your Organization or received from other Organizations.
Mandatory Field	A field that requires completion. All fields which require completion and are marked with a red asterisk (*).
Metadata	The text information that is inserted into the document fields when registering a document, or the mail fields when sending Mail.
Org Admin	An Aconex role that performs administrative functions for their Organization such as creating and administering new member accounts and Organization security.
Organization	A registered entity in Aconex who manages their own Organization members and project information.
Project Admin	An Aconex role that manages project wide settings and updates Aconex and associated documents with any procedural changes decided upon.
Project Role Code	A set of acronyms defined for each of the Organizations on the project e.g. CL = Client, HC = Head Contractor, etc. Typically used to control an Organization's access.
Supersede	The process of updating a previously registered document with the latest version and placing the previous version in the document history.
Training Coordinator	The Training Coordinator is responsible for organizing and scheduling training sessions for project participants, at either for their Organization or for all participants on the project.
Transmittal	Method of issuing documents from your Organization's document register to another Organization's document register.
Unregistered File	An electronic file uploaded into the document register (unregistered tab) but not tagged with metadata as yet.

Tasks

BIM

Documents

Mail

Field

Packages

About Oracle Aconex

2/ PROJECT INFO AND COMMS PROCESS

Oracle Aconex is a project collaboration and online project management system that securely and efficiently manages information in Construction, Government & Infrastructure, and Energy & Resources.

Construction and engineering projects are complex. With so many organizations involved, and so much information passing between them, delivering your project on-time and on-budget can be a real challenge.

Thousands of leading construction and engineering firms rely on Oracle Aconex to manage their projects better, reduce risk and maximize return. Oracle Aconex is a secure and easy-to-use system, accessed by all project participants to capture, manage, track and protect critical information. RFIs, approvals, drawings, tenders: it handles all of your project data and all of your formal project communication with other parties.

Oracle Aconex works with your existing systems and drives increased value from your investment in them. Whether you use dedicated tools for costing or scheduling, an in-house document management system, or an enterprise content management, project collaboration leverages your investment by extending best practice information management into the external project environment.

The most innovative, most trusted and most widely-used online collaboration platform for multi-party construction and engineering projects is Oracle Aconex.

For more information please visit <https://www.oracle.com/industries/construction-engineering/>.

PDF technology powered by PDFTron WebViewer copyright © PDFTron™ Systems Inc., 2001-2022, and distributed by Aconex Limited under license. All rights reserved.

Copyright © Aconex Limited 2000 - 2022. All rights reserved. (Release 22.3.100, build 20220323.0049.f7787d8c).

BIM Version - 22.3.252-22_3_226_release

Field Version - 22.3.0-4

Inspections Version - 22.3.0-3

Insights Version - 1.7.0-73

Reports Version - 22.3.0_3

Viewer Version - 22.2.101

(PART 3)



CONFIDENTIAL EXTRACT FROM
- PREVIOUS JOBS PERFORMED BY PM
INFORMATION REMOVED

PART 3

Lessons Learnt

Report

June 2015

Version 2.0

Table of Contents

1. INTRODUCTION	4
1.1 PURPOSE	4
1.2 SCOPE	4
2. LESSON LEARNED ACTIVITIES.....	4
2.1 CONDUCTING LESSONS LEARNED SESSIONS	5
2.2 DOCUMENTING LESSONS LEARNED ACTIVITIES	5
3. LESSONS LEARNED REPORT INSTRUCTIONS.....	5
3.1 PROJECT NAME.....	5
3.2 PREPARED BY	5
3.3 DATE	5
3.4 PROJECT INFORMATION SECTION	5
3.4.1 <i>List of Project's Significant Successes.....</i>	5
3.4.2 <i>List of Project's Significant Mistakes</i>	5
3.4.3 <i>List Areas of Potential Improvement</i>	6
3.4.4 <i>Enter Other Comments</i>	6
3.5 PROJECT TEAM ASSESSMENT	6
3.4 APPENDIX A LESSONS LEARNED REPORT TEMPLATE	7
<i>Project – Lessons Learned Report.....</i>	7
3.5 APPENDIX B PROJECT TEAM ASSESSMENT	8

3.4 APPENDIX A LESSONS LEARNED REPORT TEMPLATE

Project Name:		
Prepared by:		
Date:		
Project – Lessons Learned Report		
3.4.1 List of project's significant successes		
<i>Description</i>	<i>Factors that Promoted this Success</i>	
3.4.2 List of project's significant Mistakes		
<i>Description</i>	<i>Net Effect on Project</i>	
3.4.3. List areas of potential improvement:		
<i>Description</i>	<i>Possible Mitigation</i>	
3.4.4 Enter other comments:		

3.5 Appendix B Project Team Assessment

Common strength	How it presents at work	Your Assessment
Communication	Written communication skill evident in reports, correspondence. Verbal communication skills evident in presentations, managing conflict, selling, dealing with customers, active listening, meeting participation and negotiation.	
Strong work ethic/diligent	Hard working, works extra hours, completes projects before time, takes on more than others, does more than required, maintains a high quality of work, imposes own standards of excellence, works without supervision, follows up on own.	
Organizational and planning skills	Evident in time management, prioritizing, using resources effectively, meeting deadlines, multi-tasking, dealing with competing demands, achieving objectives and goals, setting targets, maintaining schedules and calendars, optimal use of available resources, coordination of resources to complete projects.	
Flexible and adaptable	Able to change activities and priorities to meet new demands, willing to learn new skills and knowledge, make a positive effort to accept changes, able to work and communicate effectively with diverse people, willing to work in different environments, willing to attempt new tasks.	
Decision-making/judgment	Gather the necessary information to make a sound decision, come up with viable alternatives, consider pros and cons for each, fully commit to the best action and follow through on decision.	
Problem solving	Able to identify and define problems, analyse problems to find causes, find possible solutions, consider the possible outcomes of each solution, decide on the best solution and implement it.	

Common strength	How it presents at work	Your Assessment
Gathering, analysing and managing information	Collect required information efficiently from different sources, integrate information and put it together in a logical format, process information, identify trends and patterns, distribute and communicate information correctly, store and maintain information efficiently.	
Training/Mentoring	Willing and able to coach others, enable and facilitate learning, impart knowledge, help people to identify and achieve what they are capable of, assess training and learning needs, develop appropriate learning interventions, adapt teaching/coaching style to meet employee's needs.	
Team work	Work effectively in a team, contribute to team objectives, communicate effectively with team members, respect, listen to and encourage team members, pitch in, put success of team ahead of individual success.	
Reliable/Dependable	Consistent work performance, complete projects accurately and within deadlines, arriving on time, fulfilling obligations, following through on commitments, checks own work, corrects own work, complies with workplace policies and procedures, takes responsibility for own actions.	
Self-reliant/Self-management	Uses own resources, skills and abilities fully, accountable for own activity, progress and success, manages self towards goals, completes projects and activities independently, obtains own help and assistance, internally motivated and does not seek external rewards for good performance.	
Self-disciplined	Controls own behaviour, self-motivated, prepared to work hard to achieve goals, sets own targets, avoids distractions, perseveres with difficult tasks and activities, does not procrastinate, continues with projects in the face of obstacles and challenges.	



Common strength	How it presents at work	Your Assessment
Persistent/Resilient	Handle disappointment, deal effectively with rejection, stay enthusiastic after a setback, maintain work performance despite difficulties, accept criticism, bounce back quickly, overcome obstacles to achieve, keep trying until task is completed.	
Persuasive	Evident in selling, customer management, negotiating, dealing with objections, getting agreement/commitment from co-workers/management, presenting ideas, motivating people, gaining the confidence of others.	
Integrity	Maintain confidentiality, provide complete and accurate information, observe company policies and procedures, comply with regulations and maintain values and ethics in the face of opposition and pressure.	
Energetic	Works long hours, maintains fast work pace, tackles challenging tasks, stays positive, takes on extra tasks, maintains high productivity levels, tenacious in achieving goals.	
Initiative	Proactive attempts to sort out problems and issues provide ideas for improvement, make full use of opportunities, identify needs and come up with solutions, take steps to make your job and the company better.	

End of Document