

BSBLDR403 LEAD TEAM EFFECTIVENESS

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to lead team effectiveness, including:

- Developing a team work plan that provides –
 - Documentation of how it was generated and how it will be monitored
 - Incorporation of innovation and productivity measures
- Communicating with team members and management to –
 - Identify and establish the team purpose, roles, responsibilities, goals plans objectives
 - Consult, encourage, support and provide feedback
 - Model team leadership behaviours and approaches
 - Resolve problems

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. Evidence to be submitted may include:

- Meeting minutes (e.g. subcontractor meeting, HSE committee meeting)

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:

Nil

Assessment of task

Name of participant:	VIRGINIA HENSLY		
Name of observer:	NEIL CARSBURG / ROOYN LEIGHTON		
Role of observer (Confirm suitability to sign)	M.D. / ACCOUNTANT		
Email address of observer	neil@carsburgearthmoving.com.au		
Signature of observer:			
Date:	Click here to enter a date. 1/12/2020 08/12/20		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
1.A. Lead and consult with the team to document work plan, incorporating: • Team purpose, roles, responsibilities, goals, plans and objectives • Innovation and productivity measures • Notes on how the work plan was generated and how it would be monitored	☒	☒	
1.B. Lead team to develop cohesion, including: • Providing opportunities for input of team members into planning, decision making and operational aspects • Encouraging and supporting team members to take responsibility for own work and to assist each other • Providing feedback to team members to encourage, guide and reward individual and team efforts and contributions	☒	☒	

• Actively encouraging team members to participate in and take responsibility for team activities and communication processes • Giving the team support to identify and resolve problems, issues and concerns • Acting as a role model to enhance the organisation's image	☒	☒
1.D. Maintain open communication by passing information from management to the team and vice versa (including issues, concerns and problems) and ensuring follow-up action was taken.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

①

- VIRGINIA GAVE CLEAR DIRECTION WITHIN THIS MEETING OUTLINING KEY OBJECTIVES & PURPOSE.

- GOOD RESPONSE FROM FOLLOW TEAM MEMBERS WITH POSITIVE FEEDBACK. *MR*

②

• VIRGINIA LED THE MEETING + PROVIDED A CLEAR + CONCISE WORK PLAN TO THE TEAM.

- Roles, RESPONSIBILITIES + PROCESSES WERE DISCUSSED AT LENGTH.

- POTENTIAL ISSUES AROUND THE PLAN WERE ADDRESSED THROUGH COLLABORATION + SUPPORTING TEAM MEMBERS. *MR*

Team Work Plan

1 Team Purpose

- Capture the daily costs associated with each BOQ (Bill of Quantity) item in the Budget for all projects ie. Cost v Budget

2 Roles

- Arty – Site Manager
- Rod – Site Manager
- Virginia – AP (Accounts Payable)/Contracts Admin
- Neil – Manager

3 Responsibilities

Arty and Rod

- Weekly Civil Programme completed by COB Friday
- Day to day running of the projects – includes managing resources both plant, labour and subbies, daily diary, variation works, liaising with client

Virginia

- Capture daily plant hire, suppliers and subby costs through input of allocate docket details into the project run sheet.
- Daily phone call to Site managers to check in and find out if things on site are progressing as per programme/any changes.
- Input of CEM/Subby/ Supplier invoices into MYOB accounting system and ensuring BOQ item no's are allocated against each cost.
- Preparing Budget v Cost per project spreadsheet weekly and send to Neil and Site Managers.
- Chase up any outstanding dockets and invoices.
- Prepare monthly Client claims
- Set up new project folders
- Weekly visit to sites

Neil

- Oversee and approve all functions of civil projects and review

4 Goals

- Account for all resources (P&E, Subbies, Suppliers) used on site per the programme/allocate
- Accurately as possible allocate BOQ item no's against tasks/activities daily in the Project Run Sheet.
- To meet or exceed project budget.
- Site Managers to complete the weekly civil programme by the cut off time (COB Friday) so Virginia can have all costs allocated for weekly report to Neil by COB the following Monday.

5 Plans

- Virginia to provide site managers with the weekly (monthly) programme spreadsheet updated with dates/days and a copy of the latest BOQ for each project.
- Site Managers to fill in their respective programme with the relevant information, MUST include the BOQ Line Item No.
- Virginia to call site managers daily at around 11am to check in to find out what's happening on site.
- Site Managers to update their programme with any changes on a daily basis.
- Virginia to visit sites weekly to get a visual of works done, take photos and talk to the site guys

6 Objectives

- Accurately account for project costs as best possible to help improve efficiencies in costing future projects with a view to increasing margin/profitability for the company
- Team members working towards the same goal by sharing knowledge and information to enable each individual to perform their tasks and meet their KPI's.
- Improve communication between team members
- Improve skills of team members

7 Innovation and Productivity Measures

- Having the BOQ's itemised for each project and printed and given to the site managers to consult when completing their weekly programmes.
- Utilising the Category field in MYOB accounting program to input BOQ Item No's which then makes it easier for Virginia in producing her weekly Budget v Cost spreadsheet for management.
- Virginia to research and put forward a proposal to management on new Construction Software to integrate the Project Run Sheets, BOQ's and Progress Claim process in order to streamline and save time for both Site Managers and Virginia.

8 Work Plan Monitoring

- Weekly Team Programming Meeting
- Runsheets completed for each project

9 Resolving Issues

- Resolve any problems by communicating with the site managers/management
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Team Programme Meeting Minutes 01.12.20

1. Neil and I outlined to the team the Team Work Plan and discussed the importance of having the Weekly Programmes updated and including the BOQ's for all resources utilised.
Update to include the variation process/approval moving forward in line with the Aust Standards
2. Overview of works coming up this week
 - Bray Park Kerbing needs repair and traffic islands redone before AC placed on Friday. Concreter's (SETC) are coming to site Thursday.
 - SETC/Hanson – See Neil and Arty re back-charge to Precision Kerbs
 - Bray Park 2nd Mob for Asphalt for last bit (25x25m) of carpark (Variation works)
3. New projects
 - Wiley Mango Hill BOQ confirm \$ and update Run Sheet/Claim sheet. Online Induction must be done by all site staff and subbies. Require Contract/SOW Signed off.
 - Warrell Kingston – Rod to look after
4. Find out when the Supplier/Subby are closed over xmas/new year – create spreadsheet – include major suppliers e.g., Hanson, Austek, Precision Kerb, AllStates Concrete Cutting
5. Neil discussed with Arty and Rod re giving the site guys some feedback on how they are performing onsite. Site guys need to be proactive and show some initiative, don't wait for the site manager to assign tasks.

Team Programme Meeting Minutes 08.12.20

1. Overview of weekly programmes/BOQ – Arty to update his Programme for this week and next week with BOQ's
2. December Progress Claims Due Dates -
 - DCB Caboolture - 18/12 (No Stat Dec Req)
 - ADCO Bray Park/Indooroopilly - 20/12 (Stat Decs) – Indooroopilly claim to include BLD 1 Ramp removal, retention
 - Condev Runcorn - 15/12 (Stat Dec) – can claim for work completed up to the 23rd
 - Kane Lawnton - 11/12 (claim for work completed up to the 18/12) (Part C)
 - BADGE Logan - prior to the 20/12 (Stat Dec) – submit on the 18th
 - Wiley Mango Hill - last business day of the month (Stat Dec) – Arty informed me their last business day is the 14th but we can claim for work completed up to the 18th
 - Warrell – 23/12 (No Stat Dec Req)

Agreed we will submit all claims by the 18th.

Ginny to have all the Dec Claim spreadsheets ready ASAP for Arty and Rod to update

Rod to have the Stat Decs signed/witnessed by JP – Ginny to have all Stat Dec's prepped and printed by Thursday 10th for Rod to get witnessed.

Ginny finishing 18/12

3. Supplier/Subby closures over xmas/new year – refer spreadsheet – Ginny to update with Triple J Drainage and Arty needs to know about Hanson and the CEM operators
4. Variation process moving forward as per Aust Standards – refer Flowchart – Process was discussed and a few adjustments to be made by Ginny. Copy of the Aust Standards Clause 40 Variations provided to Arty and Rod for their reference.
5. ICM November Claim is being short paid – follow up with Rod and ICM