

- 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	Jack Clarke
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Participant signature J. Clarke

Assessor name _____

Assessor signature _____

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

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

ASSESSOR COMMENTS

BSBPMG521 MANAGE PROJECT INTEGRATION

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to: - Integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and - Align and track project objective to comply with organisational goals, strategies and objectives 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, Organisational documentation.	
Assessment of task	
Name of participant:	Jack Clarke
Name of observer:	Brian Dencher
Role of observer (Confirm suitability to sign)	Project Manager
Email address of observer	Brian.dencher@programmed.com.au
Signature of observer:	
Date:	Click here to enter a date. 19/11/2021
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish project	
1.1A. Identify, clarify and prepare project initiation documentation.	☒
1.1B. Identify relationship between the project and broader organisational strategies and goals.	☒
1.1C. Negotiate and document project objectives, outcomes and benefits.	☒
1.1D. Negotiate project governance structure with relevant authorities and stakeholders.	☒
1.1E. Prepare and submit project charter for approval by relevant authorities.	☒
2 Undertake project planning and design processes	
1.2A. Establish and implement a methodology to disaggregate project objectives into achievable project deliverables.	☒
1.2B. Identify project stages, phases and structures – considering key requirements for stage completion against client requirements and project objectives.	☒

1.2C.	Analyse project management functions to identify interdependencies and impacts of constraints.	☒
1.2D.	Develop a project management plan integrating all project-management functions with associated plans and baselines.	☒
1.2E.	Establish designated mechanisms to monitor and control planned activity.	☒
1.2F.	Negotiate approval of project plan with relevant stakeholders and project authority.	☒
3 Execute project in work environment		
1.3A.	Manage the project in an established internal work environment, ensuring effective work throughout the project.	☒
1.3B.	Maintain established links to align project objectives with organisational objectives throughout the project.	☒
1.3C.	Within authority levels, resolve conflicts negatively affecting attainment of project objectives.	☒
4 Manage project control		
1.4A.	Ensure project records remained updated against project deliverables and plans at required intervals.	☒
1.4B.	Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities.	☒
1.4C.	Analyse and submit impact analysis of change requests for approval, where required.	☒
1.4D.	Maintain relevant project logs and registers accurately and regularly to assist with project audit.	☒
1.4E.	Ensure associated plans remained updated to reflect project progress against baselines and approved changes.	☒
5 Manage project finalisation		
1.5A.	Identify and allocate project finalisation activities.	☒
1.5B.	Ensure project products and associated documentation were prepared for handover to client in a timely manner.	☒
1.5C.	Finalise financial, legal and contractual obligations.	☒
1.5D.	Undertake project review assessments as input to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Jack has had an active role in the initiation of our current project. This included discussing and formalising the onsite governance structure, implementing systems to monitor job progress, implementing systems to provide all workers with up to date information and creating ITP's relevant to the tasks at hand. During this process one task was breaking the work into stages and staffing these stages with appropriate personnel.

Currently the project is mid delivery and I have witnessed Jack plan and execute work within an extremely agile environment. This has been impacted by external factors not limited to the current COVID-19 pandemic.

Jack also submits variation requests and assists with larger addendums to contract on a regular basis when required.

In addition, for this task Jack has completed and attached:

- Draft project charter for Indigo Hotel project.
- Draft Operating and Maintenance Manuals (required for handover)
- Progress claim spreadsheet (which was designed specifically for this project)
- Tower progress spreadsheet
- Labour board
- Labour look ahead spreadsheet

Through this task and works I have witnessed over the past several years Jack has a sound knowledge of integration management within our business.