

BSBPMG512 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 Lauren Symonds

Participant signature 

Assessor name Grace Martin

Assessor signature 

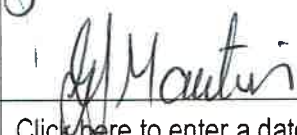
Date Click here to enter a date. 8/4/20

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

ASSESSOR COMMENTS

Lauren has a good grasp
of the project scope

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:	
Name of observer:	
Role of observer (Confirm suitability to sign)	Business Manager
Email address of observer	grace@rhmbi.com.au
Signature of observer:	
Date:	Click here to enter a date. 8/4/20
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 see assessor note.

Job, Ennis #2654

Supply & install 4 steel structures

Stage 1

- 1.1 Acquire Engineering
- 1.2 Draw up Site Plan & location of utilities
- 1.3 Submit Council application for Council Build Authorisation

Stage 2

- 2.1 Order Kit Materials
- 2.2 Draw up Concrete Slab Plan in accordance with Engineering

Stage 3

- 3.1 Earthworks
- 3.2 Concrete Slab Pour
- 3.3 Installation of kit Materials for 4 steel structures.

4. Project Management

- 4.1 Planning
- 4.2 Project Admin & reporting
- 4.3 Project Management
- 4.4 Quality Auditing
- 4.5 HR
- 4.5 Financial Management
- 4.3 Project Closure



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

RHM Job Duration	
Client: Mike Ennis	Job # 2654
Description: Installation of 4 steel structures.	
Approximate Construction Duration:	
No. of Installers on job	3
Estimated days required to complete works:	15 Days
Estimated hours to complete works:	120 hours
Delays	
Supply Delays	2
Weather Allowance	2
Non-working days	4
Total delay days allowed:	8
Total Estimated Duration: (Total delay days + Construction Days)	
23 Working Business days	

Actual Construction Duration:	
Date of Completion: Wednesday 1 st April 2020	
No. of installers	3
No. of days to complete works:	9 Days
No. of hours to complete works:	67.5 Hours
Time Management Performance	
Was work completed on or within allocated baseline?	Yes. The installation was completed in 9 of the 23 working business days allowed from the date the work started on the 23/03/2020.
Was there any delays in the scheduling?	Yes. The clients went on unexpected leave from site and did not want installers to be working while they were away. The start of installation was delayed by 7 days. The client was accepting of the delay in the start of installation. Bad weather prevented the work from commencing. Start of installation delayed by 2 weeks due to continuous wet weather.
What improvements could be made?	Due to the delay being from unexpected weather changes, additional delay days need to be included in the prediction of time required for the completion of the work.



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle
Ph: 1300 858 746
ABN: 76 147 079 598
QBCC: 1200878

Amended Scope of Works V3

JOB NUMBER: 2654	DATE: 16/03/2020
CLIENT NAME: Mike Ennis	
SITE ADDRESS: 123 Fake Street, Fake Town	
CONTACT PH:	MOB: 04123 123 12
SCOPE OF WORKS:	
Supply: Structure 1	
 21Lm of PVC Vermaseal added on Variation 3	
- 12.1m x 6m x 3.9m attached enclosed skillion awning with galvanized C-250 frame attaching to existing gable shed - Monoclad 0.42BMT roof & wall sheeting in the colorbond colour TBA - 1x Domestic AA Roller Door 5.1m wide x 3m high in the colorbond colour TBA - 3x Opening only 2.1m wide x 2.1m high to suite window supplied by the customer - Bradfords polyair performa 4.0 XHD Insulation for roof of awning and back wall (wall opposite to roller door) - 1x Personal access door 0.82m wide x 2m high in the colorbond colour TBA - 2x Whirly Birds in the colorbond colour TBA	
 100mm x 75mm steel Downpipe to be plumbed to existing stormwater pipes	
- 12m x 6m concrete slab	
Structure 2	
- 8m x 4.35m x 3.3m Attached insulated skillion patio - Attaching to house via elevated gutter brackets - 50mm Insulroof insulated roof sheeting in the colorbond colour TBA - 3x Merbau 90x90 post bolting to concrete slab - Reverse pitch is falling back towards house	
 100mm x 75mm steel Downpipe and to be plumbed to fall water on to existing house roof	
- 7.125m x 3m Concrete slab	
Structure 3	
 6m x 6m x 2.45m Gable carport with galvanized C-200 frame and 15-degree roof pitch	
- Custom Orb 0.42BMT Roof and infill sheeting in the colorbond colour TBA - Gable infill in front gable end of carport - 4x powder coated 75x75 SHS steel posts into concrete footings - 100mm x 75mm steel Downpipe to be plumbed to ground - 6m x 6m concrete slab extending to house wall and with a 3m wide driveway, with wings at roadway and with a 6m grated drain between driveway and carport slab. (NOTE: Concrete slab to be 75mm below existing termite protection on house)	
Structure 4	
- 6.4m x 3m x 2.97m Freestanding skillion patio - 75mm Insulroof insulated roof sheeting in the colorbond colour TBA - 4x Flanged 90x90 steel post bolting to existing concrete	
 100mm x 75mm steel Downpipe and to be plumbed into existing stormwater pipes.	

Earthworks & Concrete:

- Earthworks and Concrete slabs to be done by Adamson Concreting Pty Ltd.
- Earthworks allowance for bobcat, excavator and labour to prepare areas of structures 1, 2 & 3 for concrete
- **Structure 1:** 12.1m x 6m Concrete slab 100mm thick with SL62 mesh, plastic underlays, 450x450x450 piers at column locations, retained edge beam to front right side of shed & earthworks, to butt up to existing gable shed slab
- **Structure 2:** 7.125m x 3m Concrete slab 100mm thick with SL62 mesh, plastic underlay and 300mm x 300mm edge beam on 3m sides and earthworks
- Small slab approximately 1m x 2m in front of side entry gate at house
- **Structures 3:** 6m x 6m Concrete slab, extending to house wall with a 3m wide driveway to road. 100mm thick, 25mpa concrete, SL72 mesh & earthworks. Driveway includes wings at roadway. **NOTE: Concrete slab must be 75mm below the existing termite protection on the house.**
- 6m long drainage grate to be installed where carport & driveway meet.

Council Application & QBCC:

- RHM Building Innovations to supply QBCC Insurance, required to submit with the council application
- Client to obtain Town Planning approval before the standard council application can be submitted
- QBCC Insurance & Standard Council to be submitted to TJB Building Certifiers
- Client to confirm site plan is correct and to be submitted as part of the council application

Installation

- All 4 structures to be built by RHM Building Innovations
- 3x Windows 2.1m x 2.1m Supplied by Customer to be Installed by RHM Building Innovations
- 3x Concrete slabs & driveway to be completed by Adamsons Concreting
- Waste Removal on completion of build
- Structure 3 (Gable carport) will be plumbed to ground
- Structure 1 (12.1 x 6 Skillion awning) and Structure 4 (6.4 x 3 x 2.97m Freestanding Patio) will be plumbed to existing stormwater pipes
- Structure 2 (Insulated Patio) will be plumbed to fall water on to existing house roof
- **Client to connect stormwater for structure 3**

PERIOD OF WORKS:

Standard council applications take approximately 20 working Business Days.
Materials are then ordered after Council approval received. Approximately 3 to 4 weeks for supply of materials.

23 Days allowed for installation (includes delays e.g. weather)

DELIVERIES SCHEDULE:

Material delivered to site, Client to be notified prior to delivery.

NOTE: Payment of Kit Materials to be paid 7 days prior to delivery. Installation will not begin until payment of kit has been received.

SPECIAL REQUIREMENTS:

- RHM requires a form 15 for the window provided by the customer.

CLIENT'S RESPONSIBILITIES:

For the safety of all parties, the client agrees to the following:

- Client is responsible for ensuring their pets safety (if any)
- Client is responsible to provide a safe working environment on site (e.g. removal of trip hazards, pet waste etc)

Client Name:

Mike Ennis

Client Signature:

Refer Contract Variation form 3

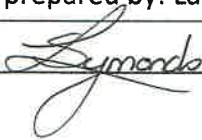
Date:

16-3-20

STAFF ONLY

Scope of works prepared by: Lauren Symonds and David Buckley

Signature:





RHM Building Innovations

Estimated Project Timetable

Contract No.	Client	Suburb	Date Rec'd	To Council	QBCC	Council Appt	Mat Order	Concrete Completed	Est Mat. Del	Act Mat Del	Install Comm.	Install Comp.
2844 McIlwraith Contracting	South Brisbane		17/07/19				5/01/00		2/02/00	14/08/2019	14/08/19	15/08/19
2725 Greentree	Beaudesert		8/08/19	15/08/19	15/08/19	2/10/19	7/10/19	5/11/19	12/11/19		5/01/00	8/01/00
2654 Ennis	Ormeau		20/08/19	29/08/19	29/08/19	10/12/19	15/12/19	11/03/20	12/01/20	19/02/2020	23/03/20	1/03/20
2871 Mav	Redbank Plains		20/08/19	16/09/19	16/09/19	16/10/19	21/10/19		7/11/19	7/11/2019	7/11/19	10/11/19

Base timeline – Black

Confirmed completed dates (Admin) – Blue

Construction Confirmed Dates - Red



SERVICE M8

Home

Dispatch Board

Job History

Clients

Invoicing

Settings

Modify Job #2654

New Job

01 New Leads - Follow Up

02 Quoted

03 New Leads - Follow Up

Job Details

Quotes & Invoicing

Customer: Ennis, Mike

Edit PO # DNGJ0799 / J0579

Service: Select Service

Job Status: Work Order

Job Category: Residential

Address:

Tue 07 Apr

Description: ** CLIENT AWAY FROM 4TH FEB TO 8TH FEB**

Contract Variations: Vermaseal to shed. Upgrade all PVC downpipes to 100 x 75 Steel Structure & Cable Carport

Contacts

Mand Job #, BLAU

Name: Mike

Ennis

Billing Contact

Email:

Phone:

Mobile:

David

Arlene

4 Curtis

2 Paul

1 Darren

Scheduled for 2 Paul and 4 Curtis on 8/04/2020 6.30 AM

Job #2654

Badges



Close