

BSBPMG430

UNDERTAKE PROJECT WORK

ASSESSMENT SUMMARY

The assessment activities for *BSBPMG430 Undertake project work* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a Participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the Participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a Participant does not answer all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	TREY BUTLER
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for BSBPMG430		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

- | | |
|--------------------------------------|--|
| ☐ Theory Exam | ☐ Practical Assessment
☐ Budget and schedule for project (or evidence of viewing)
☐ Risk management plan for project (or evidence of viewing)
☐ Project plan (or evidence of viewing)
☐ Final project sign off (or evidence of viewing) |
|--------------------------------------|--|

Assessor Name	
Assessor Signature	

BSBPMG430

UNDERTAKE PROJECT WORK

THEORY EXAM

Participant name	GREY BUTLER
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FOR THE PARTICIPANT	
Instructions	- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required	
Pen	

FOR THE ASSESSOR	
Instructions	- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. You have been allocated the role of project manager for a section of road belonging to a large roadwork project. Describe how you will determine your project scope.

Answer

Start with project objectives
Make a resource plan
Collect any additional project requirements
draft project scope statement
Establish a change control process if necessary
Share project scope statement with team

Q2. What is the purpose of undertaking a stakeholder analysis?

Answer

to identify and understand individuals, groups or organisations with a vested interest in a project or decision
assess their influence and impact and develop strategies for effective engagement and management to ensure project success and minimise risks

Q3. Discuss (1) stakeholder you would consult if needing clarification regarding project parameters and access to resources due to conflict with another project section mentioned in Q1. and (2) method you would use to communicate your query.

Answer

1. Superintendents, engineers, Foremen, Contractors

☐

2. daily project meeting

Q4. What issues related to your project and project parameters may need to be discussed or communicated to the delegating authority.

Answer

awaiting on resources (machinery availability)

☐

Q5. Why is it important to understand the relationship of the project to other projects relevant to Q1. and to the objectives of the organisation?

Answer

critical works may hold up machinery/workers
~~but~~ understand & plan an alternative

☐

Q6. Why would you undertake a work breakdown structure (WBS) during project planning?

Answer

identifying key elements
breaking down each element into component parts
continuing breakdown until manageable work packages been identified
allocate manageable work packages to appropriate person/s



Q7. When working on the WBS, what should you do to confirm resources, required, their availability and your access to these?

Answer

project meeting with appropriate personnel



Q8. What is the purpose of accessing or creating a capability matrix?

Answer

to help with position descriptions that focus
on capabilities rather than personal attributes



Q9. Complete the table, describing the importance of complying with the following legislation.

Answer

Legislation	Regulator	Possible compliance requirements
WHS Act	WorkSafe Qld	outlines legal obligations or duties on you and your workers
WHS Regulation	Work Health and Safety Act 2011	Legal obligations relating to safety at the workplace.
Environmental Protection Act	Environmental Protection Agency (EPA)	licensing environmentally relevant activities. Permits to work in areas listed on the Environmental management Register
Fair Work Act	Fair work commission	workers' rights
Planning Act	Department of State Development, Infrastructure and Planning	regulate clearing for urban development Queensland



Q10. What processes must be in place to support worker safety and ensure compliance with the WHS Act? Discuss three (3).

Answer

1. training for new and existing workers related to safe work practices, emergency procedures and responsibilities, manual handling
2. designated parking and travel routes that keep hazard and workers separated
3. document development, availability, use and storage such as SWMS, JSA, JSEA, SDS, PPE requirements etc.



Q11. What should be included in a risk register for the project?

Answer

Risk ID
Risk description
Identification date
Risk owner
Probability / likelyhood
Impact
Risk Status
Mitigating and contingent actions



Q12. How do you develop a project budget and timelines?

Answer

define project scope and objectives, then create a work breakdown structure, estimate costs and durations ~~and~~. finally map the project onto a timeline, ~~and~~ including contingency planning and regular monitoring ☐

Q13. What do you do to gain approval for your project budget and the proposed timeframe?

Answer

define concretely why it is important to the project. Getting support and evidence to make the argument even more compelling ☐

Q14. Why is brainstorming a suitable tool to use when gathering ideas for planning and achieving deliverables?

Answer

creative team process designed to encourage random and lateral thinking. Highlighting potential problems, raising concerns that are not immediately obvious. Produce ideas to improve effectiveness and reduce costs



Q15. What is quality assurance?

Answer

process based approach that places importance on planning and documentation needed to assure the quality



Q16. What is the purpose of a human resources plan?

Answer

This shows how the project will be staffed. It defines who will be on the project team and how much time commitment each person is expected to make



Q17. Describe the purpose for each of the following elements of the project plan.

Answer

Element	Purpose
Project goals	provide a road map and purpose guiding teams towards a defined outcome
Project scope	defines the boundaries of a project outlining what's included and excluded
Milestones and Major deliverables	help track progress and ensure projects stay on track.
Work breakdown structure	Analyse content of work and cost by breaking it down
Budget	combined cost of all activities, tasks, or milestones
Human resources plan	defines who will be on the project team
Risk management plan	to identify, assess and develop strategies to manage potential risks that could negatively impact the project
Communications plan	outlines how a project will be communicated to various audiences / stakeholders
Stakeholder management plan	to ensure engagement and management of stakeholders throughout the project
Change management plan	lays out a framework for making changes to the project



Q18. What methods can you apply when seeking approval to commence the project according to the documented plan?

Answer

identify the stakeholders who will be affected by the project
and engage with them to understand their concerns and needs



Q19. What different responsibilities would you assign to members of your project team to enable implementation of the project?

Answer

Project manager, Project sponsor, Business analyst, Project team members



Q20. Considering your current workplace, what are the preferred methods used to communicate to project team members their responsibilities and project requirements?

Answer

daily project meetings
program meetings



Q21. Clarify document management and records management used as part of recordkeeping in project management.

Answer

Type of record keeping	What this means
Document management	to efficiently organise, store, secure, and retrieve documents both physical and electronic to enhance operational efficiency, improve collaboration and ensure regulatory compliance
Records management	to ensure info is accessible, secure and readily available for business operation and audits while also complying with legal and regulatory requirements



Q22. Describe how you would instruct team members to store all related project documents and records using workplace digital technologies.

Answer

to scan and upload all documents. And to store in a correct folder regarding each documents. To ensure easy access to documents in the future



Q23. Provide points you would include in a simple checklist that can be used for monitoring and reporting WHS risk management strategies.

Answer

Monitoring and Reporting Checklist for WHS risk management



Hazard Identification and Risk assessment
Control Implementation and Monitoring
Reporting and Documentation

Q24. Why are weekly status reports compiled and shared?

Answer

to give stakeholders a heads up about whats coming down the projects pipeline ☐

Q25. What steps are taken when completing financial records as part of closing off the project?

Answer

close project or phase
close contractual obligations
complete project review
Feedback from project Management team
Archive documentation ☐

Q26. Why should the financial records associated with the project meet agreed budget or agreed budget variances/allowances?

Answer

ensure accountability, track progress, facilitate informed decision making, and demonstrate financial responsibility to stakeholders ☐

Q27. What is involved in securing the 'sign-off' as part of the closing phase of the project?

Answer

all stakeholders must agree that you delivered on all parts of the project plan



Q28. Describe two (2) methods you can use to review the project and associated plans before archiving project documentation.

Answer

1. scope outline



2. schedule

Q29. How do you ensure that feedback and recommendations are documented for use in future projects?

Answer

Conduct a survey or hold a meeting with project management team to get feedback

