

BSBPMG511 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 Don Molter

Participant signature 

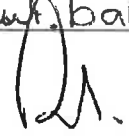
Assessor name _____

Assessor signature _____

Date Click here to enter a date. 28-7-2020

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

BSBPMG511 MANAGE PROJECT SCOPE

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to obtain project authorisation, develop a scope management plan, and manage the application of project scope controls.	
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:	
Name of observer:	Paul Baillie
Role of observer (Confirm suitability to sign)	General Manager
Email address of observer	paul.baillie@remexel.com.au
Signature of observer:	
Date:	Click here to enter a date. 27.7.20
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Conduct project authorisation activities	
1.1A. Develop and confirm procedures for project authorisation with an appropriate authority.	☒
1.1B. Obtain authorisation to expend resources.	☒
1.1C. Confirm project delegations and authorities in project governance arrangements.	☒
2 Define project scope	
1.2A. Identify, negotiate and document project boundaries.	☒
1.2B. Establish measurable project benefits, outcomes and outputs.	☒
1.2C. Establish a shared understanding of desired project outcomes with relevant stakeholders.	☒
1.2D. Document scope management plan.	☒
3 Manage project scope control process	
1.3A. Implement agreed scope management procedures and processes.	☒

1.3B. Manage impact of scope changes within established time, cost and quality constraints according to change control procedures.	☒
1.3C. Identify and document scope management issues and recommend improvements for future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

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Participant name

Don Molter

Participant signature



Assessor name

Assessor signature

Date

Click here to enter a date.

28-7-2020

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

ASSESSOR COMMENTS	

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:	Paul Baillie
Role of observer (Confirm suitability to sign)	General Manager
Email address of observer	paul.baillie@remeed.com.au
Signature of observer:	
Date:	Click here to enter a date. 27-7-20
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

BSBPMG513 MANAGE PROJECT QUALITY

PRACTICAL ASSESSMENT INSTRUCTIONS

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 - Alternate tasks must be fully documented by the assessor.

Participant name DAN MULLER

Participant signature 

Assessor name _____

Assessor signature _____

Date Click here to enter a date. 28-7-2020

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

ASSESSOR COMMENTS

BSBPMG513 MANAGE PROJECT QUALITY

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to manage quality within projects, including: - Determining quality requirements - Implementing quality control and assurance processes - Using review and evaluation to make quality improvements in current and future projects 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 (including quality criteria, evidence of quality monitoring and improvement practices), Computer and appropriate software.	
Assessment of task	
Name of participant:	
Name of observer:	Paul Baillie
Role of observer (Confirm suitability to sign)	General Manager
Email address of observer	paul.baillie@remed.com.au
Signature of observer:	
Date:	Click here to enter a date. 27.7.20
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine quality requirements	
1.1A. Seek input from stakeholders to determine quality objectives and standards.	☒
1.1B. In a quality management plan, document: - Quality metrics for the project and product output - Agreed quality requirements	☒
1.1C. Select established quality management methods, techniques and tools to resolve quality issues.	☒
1.1D. Distribute, discuss and support quality requirements with project team and stakeholders.	☒
1.1E. Implement agreed quality requirements as the basis for performance measurement.	☒
2 Implement quality processes	
1.2A. Undertake a quality assurance audit of project processes for compliance with agreed plans.	☒

1.2B.	Assess quality control of project and product output according to agreed quality specifications.	☒
1.2C.	Identify causes of variance to quality metrics and undertake remedial action.	☒
1.2D.	Maintain a quality management system to enable accurate and timely recording of quality audit data.	☒
3 Implement project quality improvements		
1.3A.	Review processes and implement agreed changes continually throughout the project life cycle to ensure continuous quality improvement.	☒
1.3B.	Review project outcomes against performance requirements to determine the effectiveness of quality-management processes and procedures.	☒
1.3C.	Identify and document lessons learned and recommended improvements.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

BSBPMG514 MANAGE PROJECT COST

PRACTICAL ASSESSMENT INSTRUCTIONS

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Participant name Jan Moller

Participant signature 

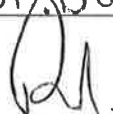
Assessor name _____

Assessor signature _____

Date Click here to enter a date. 28-7-2020

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

BSBPMG514 MANAGE PROJECT COST

Practical Task 1		
Description of task: A suitable observer is to verify the participant's ability to identify, analyse and refine project costs to produce a budget and use it and the principal mechanism to control project cost.		
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 (including budgets/other financial documents), Budget software.		
Assessment of task		
Name of participant:		
Name of observer:	Paul Baillie	
Role of observer (Confirm suitability to sign)	General Manager	
Email address of observer	paul.baillie@remed.com.au	
Signature of observer:		
Date:	Click here to enter a date. 27.7.20	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Determine project costs		
1.1A. Seek input from stakeholders and guidance from others when determining resource requirements for tasks identified in the work breakdown structure.		☒
1.1B. Estimate project costs to prepare project budget within agreed tolerances.		☒
1.1C. Develop a project budget.		☒
1.1D. Within delegated authority, develop a cost-management plan to ensure ongoing management of project finances.		☒
2 Monitor and control project costs		
1.2A. Implement agreed financial-management processes and procedures to monitor actual expenditure against budget.		☒
1.2B. Select and use cost-analysis methods and tools to identify cost variations and evaluate alternative actions.		☒
1.2C. Implement and monitor agreed actions to maintain financial objectives.		☒
1.2D. Provide accurate and timely financial reports.		☒

100