BSBPMG517
MANAGE PROJECT RISK

PRACTICAL ASSESSMENT INSTRUCTIONS

- 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: Mark Sztybel

Participant signature:

Assessor name: Damien French

Assessor signature:

Date: 18/03/2022

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

ASSESSOR COMMENTS

- Attached are CONFIDENTIAL EXTRACTS FROM CURRENT JOB BEING MANAGED

- PROJECT RISK/STANDARDS WERE IDENTIFIED IN PRE TENDER ANALYSIS
- RISKS WERE CLASSIFIED payment of VO's being the major Risk
- Risk Register was maintained
- Risk controls managed in the production CONTROL program
- A Risk management officer was put in place to mange risks across all SEO projects.
- A weekly Job profile was implemented to track and Identify Risks
- Risk plan updated by Risk manager
- lessons learnt register populated with Risks
- Project manager responsible for Budget.

BSBPMG517
MANAGE PROJECT RISK

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:
Workplace risk management documentation (including risk register and risk management plan).

Assessment of task

Name of participant:	Mark Sztybel
Name of observer:	Damien French
Role of observer (Confirm suitability to sign)	Senior Project Manager
Email address of observer	Damienfrench@nilsen.com.au
Signature of observer:	
Date:	18/03/2022

When completing the task, did the participant:		**Tick if satisfactorily completed. Provide comments if left unticked.**
1 Identify project risks		
1.1A.	Determine project risk objectives, standards and context, with input from stakeholders.	☑
1.1B.	Identify project risks using valid and reliable risk identification methods.	☑
1.1C.	Classify project risks within agreed risk categories.	☑
2 Analyse project risks		
1.2A.	Determine risk analysis classification criteria and apply to agreed risk ranking system.	☑
1.2B.	Use risk analysis processes, within delegated authority, to analyse and qualify risks, threats and opportunities.	☑
1.2C.	Determine risk priorities in agreement with project client and other stakeholders.	☑
1.2D.	Document risk analysis outcomes for inclusion in risk register and risk management plan.	☑
3 Establish risk treatments and controls		
1.3A.	Identify and document existing risk controls.	☑

1.3B.	Consider and determine risk treatment options using agreed consultative methods.	☑
1.3C.	Record and implement agreed risk treatments.	☑
1.3D.	Update risk plans and allocate risk responsibilities to project team members.	☑
	4 Monitor and control project risks	
1.4A.	Establish regular risk review processes to: • Maintain currency of risk plans • Monitor risk environment to identify changed circumstances impacting project risks	☑
1.4B.	Determine risk responses to changed environment.	☑
1.4C.	Implement agreed risk responses and modify plans to maintain currency of risk treatments and controls.	☑
	5 Assess risk management outcomes	
1.5A.	Review project outcomes to determine effectiveness of risk-management processes and procedures.	☑
1.5B.	Identify and document risk management issues and recommended improvements for application to future projects.	☑

The participant's performance was: ☑ **Satisfactory** ☐ **Not Satisfactory**

OBSERVER COMMENTS

Simple highlevel overview Document to try to Flush out Problems - compiled weekly.

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WEEKLY PROJECT REPORT

PROJECT TITLE	ICT PACK C	**PROJECT NO.**	60145
PROJECT MANAGER	Mark Sztybel	**PROJECT ADMINISTRATOR**	Carly Griffiths
CLIENT	BUILT	**WEEK ENDING:**	20/3/22

1. Personnel	*Mark Sztybel – Project Manager* *Scott Whiston – Tech Manager* *Carly Griffiths – Project Administrator* *Foreman – Simon McFerran* *Leading Hand- Travis Retif* *11 x Tradesman not counting FM/LH above* *1 x Apprentices*
2. Plant and Equipment	*8 X Scissor Lifts (Hired)*
3. Major / Bulk POs Placed	*Transfer of all materials from B to C*
4. Risk items identified this week	*Nil*
5. Financials	NPC up to date: YES (Date: 21 / 3 / 2022)
	Variations: # submitted: 15 # approved: 5 (3 being give backs) # in dispute rejected:
6. Major Deliveries to Site	*Minor site deliveries only*
7. Tasks Completed this week	
8. Tasks in Progress this week	*In floor tray L5 zone 2/3* *Finalize tray install L5* *Variations* *In floor fibre planning*
9. Tasks Commencing	Ongoing as above

next week			
10. WHS Stats	**Item**	**Weekly Total**	**Cumulative Total**
	Prestarts	*5*	*26*
	Toolboxes	*1*	*5*
	Take Fives	*449*	*341*
	Task Observation	*0*	*4*
	Near Miss		
	Incidents		
	Inspections		
11. Quality	ITP's Developed *Ongoing RI of cable being maintained.*		
	ITP's in Progress *All rough in works*		
	ITP's Completed *Nil – On completion of ITP it is entered into OMTRAK*		
	Samples Submitted – NIL		
	Samples Approved – All entered as approved into OMTRAK		
12. Meetings			
	Commissioning meeting package C		
	Variation meeting- Jess, Mark, Brian		
	Walk around for Status – We are not behind in any area (cut 10's)		

Attachments	*e.g.*
	Variation Status Spreadsheet
	Current Construction Program with timestamps
	Status of works drawings
	Drawing register

Note: *Please refer to A-1-XXX Project Reporting and Project Performance Management Procedure for guidance on completing this report*

Risk Review performed onsite

Nilsen Contract Review Template

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Project Name / Description:	
Builder / Client:	
Estimated Contract Value:	
Review Date:	

Provision subject	Key risk considerations	Compliance	Comments on compliance / analysis of non-compliance
	Section 1 - Scope (Divisional Manager)		
1.1 Contract documents	Detailed review required to ensure that all tender and clarification documents are included as contract documents. Review should ensure that drawings relevant to other trades (often provided for co-ordination purposes) are not included as contract documents under Nilsen's contract – this may oblige Nilsen to carry out works contained therein.		
1.2 Order of precedence	Review should ensure that relevant Nilsen's terms and conditions of tender override anything contained in a letter of award, purchase order, unsigned contract etc.		
1.3 Post tender review checklist	No post tender review checklist should be signed without a detailed review. Specifically, only [Commercial Managers] have authority to nominate Nilsen representatives in such checklists.		
	Section 2 - Financial (Commercial manager and divisional manager)		
2.1 Security	Security should be capped at 5% of the contract sum (i.e. 2 x 2.5% bank guarantees). Mining, industrial, switchboard and major government projects may require higher security – this will require Nilsen director approval. In any event, bank guarantees over [5%] will require the approval of [*a director].		
	Contract provisions should state that securities are given for the purpose of providing security for Nilsen's performance under the contract.		
	Nilsen should attempt to insert provision requiring client to give [5] business days' notice before having recourse to security.		
	Cash retention provisions to be reviewed to assess: • whether cash to be held on trust for Nilsen in separate account; and • the entitlement to interest accrued.		
	The contract should only entitle the client to have recourse to security where there is an amount "due and payable" under the contract (cf. where the client "claims" an entitlement to payment under the contract or otherwise for contention claims for amounts which "may become due").		
	Nilsen should not agree to "top-up" provisions where client has recourse to security and should not agree to provisions requiring security to be "maintained"(i.e. in addition to being provided).		
	Nilsen should not agree to provisions allowing novation or assignment of security to another party (i.e. head contract principal).		
	Provisions requiring security to be "topped up" for scope growth and variations are to be resisted. Where Nilsen is required to provide additional security in these circumstances the amounts should be clearly outlined (i.e. where cost of variations exceeds $1m or 50% of the contract value, whichever is the greater, Nilsen will provide additional security at 2.5% of the total cost of the variations).		
	Confirm cost of bank guarantee as part of commercial review.		
2.1 Release of security (Divisional manager)	50% of security should be released upon PC and the other 50% at the end of the defects liability period. In both cases, security should be released within [7] days of relevant milestone. (Note: QBSA for Queensland projects – prescribes terms for release of security (s67L)) Consider commercial implications where there are onerous preconditions for the release of security. See 12 below.		
2.2 Credit check (Commercial manager)	Conduct credit check and indicate if results are positive / acceptable / negative as part of commercial review. Credit check could involve review of ASIC financials or Dunn & Bradstreet credit report.		
2.3 GST	Commercial review should note if price is GST inclusive or exclusive – if price is GST exclusive add GST to contract sum for commercial reporting purposes.		
	Section 3 - Insurance (Commercial manager)		
3.1 Generally	Nilsen may list larger clients as interested parties on insurance policies. However, Nilsen should not take out insurance in the joint name of the client.		
	Nilsen should provide certificates of currency **not** copies of insurance policies to client when requested.		
	Commercial review should consider whether Nilsen is able to obtain / has insurances required by contract and whether the insurances are reasonable considering the size of the project (including motor vehicle insurances and plant and equipment insurances).		
	Commercial review should also consider whether Nilsen is being required to insure beyond its actual works. Nilsen should not be required to obtain insurances for things other than the impact of its work on the client.		
	Nilsen should not accept cross liability or subrogation clauses – in any event consultation with the insurance broker will be required before such provisions can be agreed to.		
	Review provisions which allocate liability for deductible – Nilsen only to be responsible for deductible for Nilsen acts / omissions.		
3.2 Head contractor insurance	Nilsen should seek to have client / head contractor insurances in its joint name. In any event, Nilsen should be named as an interested party and should request and store certificates of currency.		
3.3 Public liability insurance	Nilsen should not agree to clauses which provide for the client to take out public liability insurance but require Nilsen to cover deductible / excess.		
	Total cover of Nilsen public liability policy should not exceed **[$20m]** per claim and **[$20m]** in the aggregate.		
3.4 Professional indemnity insurance	PI insurance is only required where Nilsen is performing design work.		
	Total cover of PI should not exceed **[$10m]**.		
3.5 Workers compensation insurance	Nilsen should not cover the client's liability for Nilsen employees.		
3.6 Events	Nilsen should only be required to notify the client of events which will adversely affect or compromise insurance policies. i.e. avoid broad notice requirements relating to all insurance related matters.		
	Section 4 - Liabilities & Indemnities (Commercial manager and divisional manager)		
4.1 Liability caps	Nilsen should also attempt to have the extent of its liability capped at **[$20m or the contract value, whichever is the lessor. Generally, clients will only accept a minimum of $20m but we should try for less.]**		
	Further, with respect to any exclusion to the monetary cap (eg. for personal		

Project Status	
Job Name	PROJ - G&E Fit Out Part C - Podium
Job No	60145
Date	17/03/22 17/03/22
Project Manager	Mark Sztybel

Revenue Breakdown	This R[redacted]	Last Re[redacted]	Average Days
Original Contract Value	$5,8[redacted]73	$5,82[redacted]	
Variations Approved	-$1[redacted]13	-$14[redacted]	0
Revised Contract Value	$5,6[redacted]60	$5,67[redacted]	
Variations Unapproved	$[redacted]97	$91[redacted]	0
Revised Contract Plus Unapproved VO's	$6,[redacted]57	$6,58[redacted]	
Quote Only Variations	$[redacted]45	$15[redacted]	

Invoicing (Excl GST)
Progress Applied
Progress Received
Outstanding
Cost to Date
Progress Applied Less Cost to Date
Progress Received Less Cost to Date

Plan	Original Contract Costs	Variations Approved	Variations Unapproved	Internal Variations Committed	Labour Hire Transfers	Total Value
Project Management & Administration	[redacted]	12	339	0		6,591
Direct Nilsen Labour Hrs	2[redacted]	[redacted]	[redacted]	0	0	[redacted]
Hire Labour Hrs					0	[redacted]
Total Hrs	2[redacted]	[redacted]	[redacted]	0	0	[redacted]
Material Costs	$2,03[redacted]	$1[redacted]	$15[redacted]	$0		$2,1[redacted]
Nilsen Plant Charges	[redacted]			$0		
Project Management & Administration	$49[redacted]	$[redacted]	$3[redacted]	$0		$53[redacted]
Direct Nilsen Labour Cost	$2,53[redacted]	$1[redacted]	$55[redacted]	$0	$0	$3,10[redacted]
Hire Labour Cost					$0	
Total Costs	$5,06[redacted]	$2[redacted]	$74[redacted]	$0	$0	$5,83[redacted]
Sell Price	$5,82[redacted]	-$14[redacted]	$91[redacted]			$6,58[redacted]
Gross Profit / (Loss)	$75[redacted]	-$17[redacted]	$16[redacted]	$0	$0	$75[redacted]
Gross Profit / (Loss) %	[redacted]%	1[redacted]%	[redacted]%	0.0%	0.0%	1[redacted]

Actual Costs	Costs to Date	Purchase Orders Outstanding	Material Costs to Come	Labour to Complete (Burn Rate Prediction)	Labour to Complete (Project Manager Forecast)	Total Based on Burn Rate Prediction
Project Management & Administration	1,[redacted]7			5,[redacted]	5[redacted]	6,[redacted]3
Direct Nilsen Labour Hrs	9,[redacted]8			13,[redacted]	14[redacted]	23,[redacted]
Hire Labour Hrs	[redacted]0					
Total Hrs	10[redacted]5			19,[redacted]	2[redacted]	29[redacted]
Material Costs	$21[redacted]8	$97[redacted]616	$1,11[redacted]15			$2,302[redacted]
Nilsen Plant Charges	$0		$0			[redacted]0
Project Management & Administration	$11[redacted]98			$610	$64[redacted]	$723[redacted]3
Direct Nilsen Labour Cost	$1,0[redacted]99			$1,577	$1,67[redacted]	$2,661[redacted]4
Hire Labour Cost	$0	$0				[redacted]0
Total Costs	$1,4[redacted]314	$9[redacted]616	$1,1[redacted]15	$2,18[redacted]	$2,31[redacted]	$5,687[redacted]45
Gross Profit						$901[redacted]12
						1[redacted]7%

	Tendered Rate	Actual Rate	Forecast Rate
Project Management & Administration	$[redacted]	$110[redacted]18	$11[redacted]0
Direct Nilsen Labour Cost	$1[redacted]2	$11[redacted]	$11[redacted]00
Hire Labour Cost		$[redacted]	$11[redacted]00
Overall Project Labour Rate / Hour	$1[redacted]9	$11[redacted]	$11[redacted]00
Total Direct & Labour Hire Rate / Hour	$1[redacted]32	$11[redacted]	$11[redacted]00

Labour Summary	
Percentage of Hours Used	33.[redacted]
Percentage of Work Completed	35.[redacted]
Total Hours Allowed	31,[redacted]
Total Hours Used	10,[redacted]5

Budget program
EXTRACT.

Further tabs on program highlight areas of concern and burn rates.
Feeds into master program

(4 pages)

PROJ - G&E Fit Out Part C - Podium Gaming Job No : 60145

Materials & Other Items Analysis

Activity Code	Description - Materials Sheet Locked - NPC Not Running	Supplier	Tender Allowance	Variation Allowance	Revised Allowance	Target Spend	POs Outstanding & Material Cost Invoiced	Order Status
Totals			$2,032,472	$163,926	$2,196,398		$1,183,334	
Unallocated Materials			$0	$38,873	$38,873		-$339,385	
Warranty Provision Amount			$2,912	-$73	$2,839	$2,839		
	Allocated Materials		[redacted]	$125,053	$2,154,613	$0	[redacted]	
PBK	Bakelite		[redacted]	$0	$1,941			
PCA	Cable inc Patch Cords		[redacted]	$8,630	$45,746		[redacted]	
PCO	Conduit PVC		[redacted]	$0	$2,000		[redacted]	
PCZ	Consumables Fire Rating		[redacted]	$14,188	$51,495		[redacted]	
PDC	Data Comms		[redacted]	$19,316	$446,715		[redacted]	
PFC	Material Fibre Optic		[redacted]	$82,081	$567,575		[redacted]	
PHE	Hire Equipment		[redacted]	$0	$56,000		[redacted]	
PLC	Ladder Tray		[redacted]	$0	$159,287		[redacted]	
PNT	Plant		[redacted]	$0	$56,000		[redacted]	
PPE	Safety Equipment		[redacted]	$0	$13,585		[redacted]	
PSM	Sundry Materials		[redacted]	$0	$26,046		[redacted]	
PTC	Materials Test and Commission		[redacted]	$0	$399,860			
PTE	Temp Power			$0	$0			
SDE/ PDF	Design Work		[redacted]	$0	$271,000		[redacted]	
SPA	PA System DAS		[redacted]	$838	$50,838		[redacted]	
	Bank Guarantees		[redacted]	$0	$6,525			
				$0	$0			
				$0	$0			
				$0	$0			
				$0	$0			
				$0	$0			
				$0	$0			

Nilsen Plant Charges

Activity Code	MATERIAL / OTHER ITEM	SUPPLIER NAME	TENDER ALLOWANCE	VARIATION ALLOWANCE	REVISED ALLOWANCE	TARGET SPEND	POs Outstanding & Material Cost Invoiced	ORDER STATUS
Total Nilsen Plant Charges			$0	$0	$0		$0	
Unallocated Nilsen Plant Charges			$0	$0	$0		$0	
Allocated Nilsen Plant Charges			$0	$0	$0	$0	$0	
				$0	$0			
				$0	$0			
				$0	$0			
				$0	$0			
				$0	$0			
				$0	$0			
				$0	$0			

[illegible]

Labour Activity Assessment

Section Burn Rate [illegible]

Section Burn Rate [illegible]

Section Burn Rate [illegible]

Section Burn Rate [illegible]

Change to Cable [illegible] type for Level 5 & 6 in [illegible]

[illegible]

Changes to Level 6 zone 2 Sovereign entry

Section Burn Rate _ 1.61

LVS In Ceiling Zone 1

LVS In Ceiling Zone 2

LVS In Ceiling Zone 3

Additional Hours used due to [illegible]

Additional Hours used due to [illegible]

Previous trades engaged prior

Previous trades engaged prior

Negative variation is no fault

Section Burn Rate [illegible]

Section Burn Rate [illegible]

	Section [illegible]	
	Change to Cable Basket type for Level 5 & 6 in [illegible]	0.0
	[illegible] down to a total of [illegible]	0.0
	[illegible]	0.0

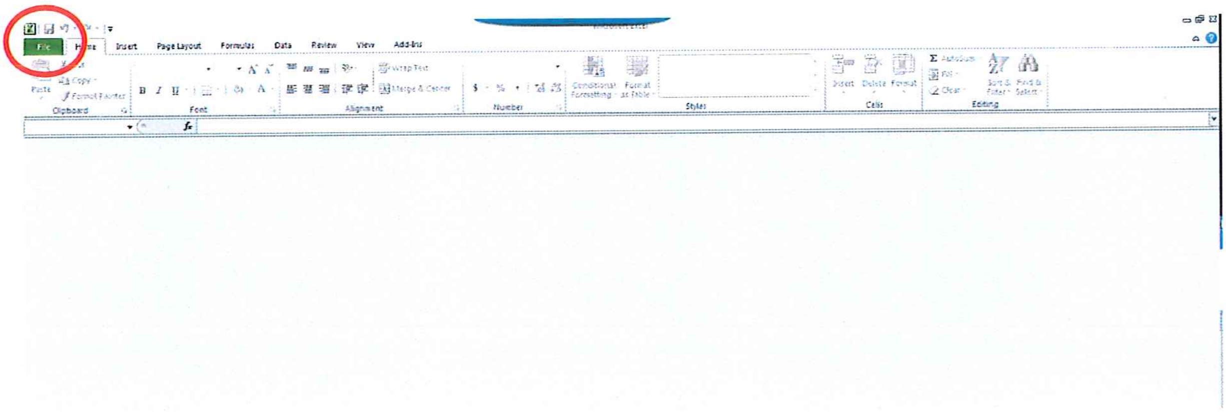
Job Cost Report

Budget Program
Reports
(4 pages)

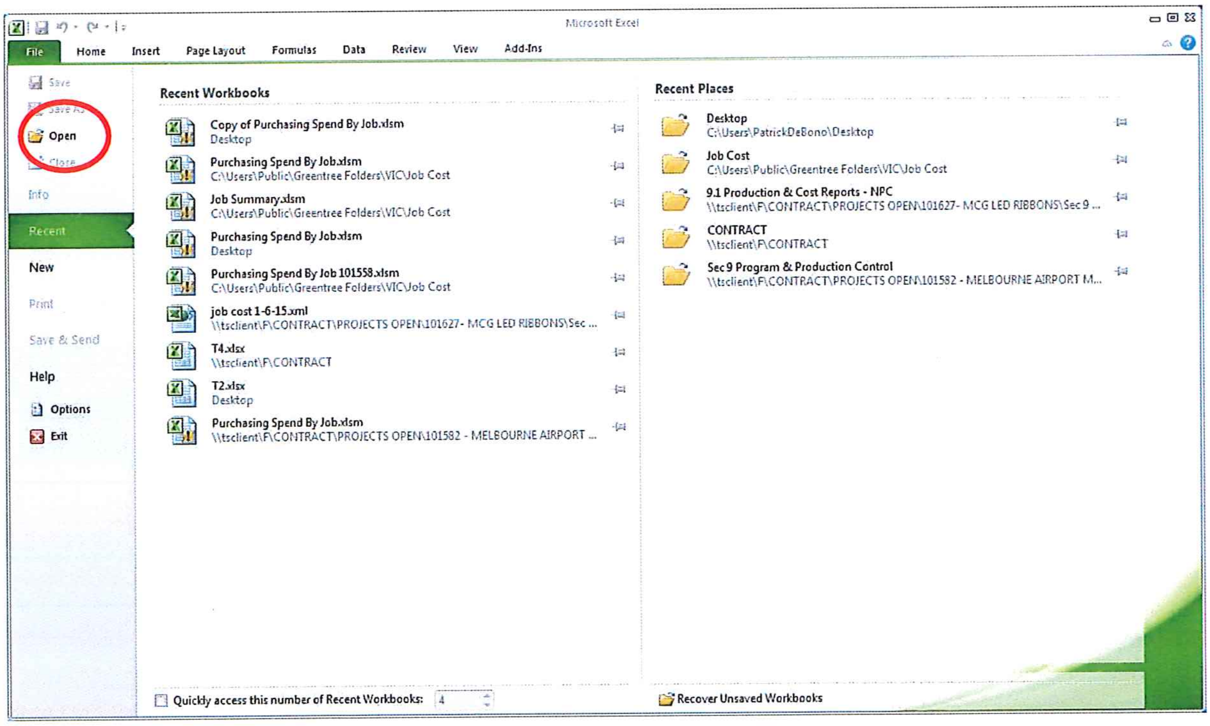
To run a job cost report, click on either of the below icons on your desk top

Or

An excel screen will appear that looks blank, Click on the green File tab at the left hand top of the page,



Double click on the Open folder



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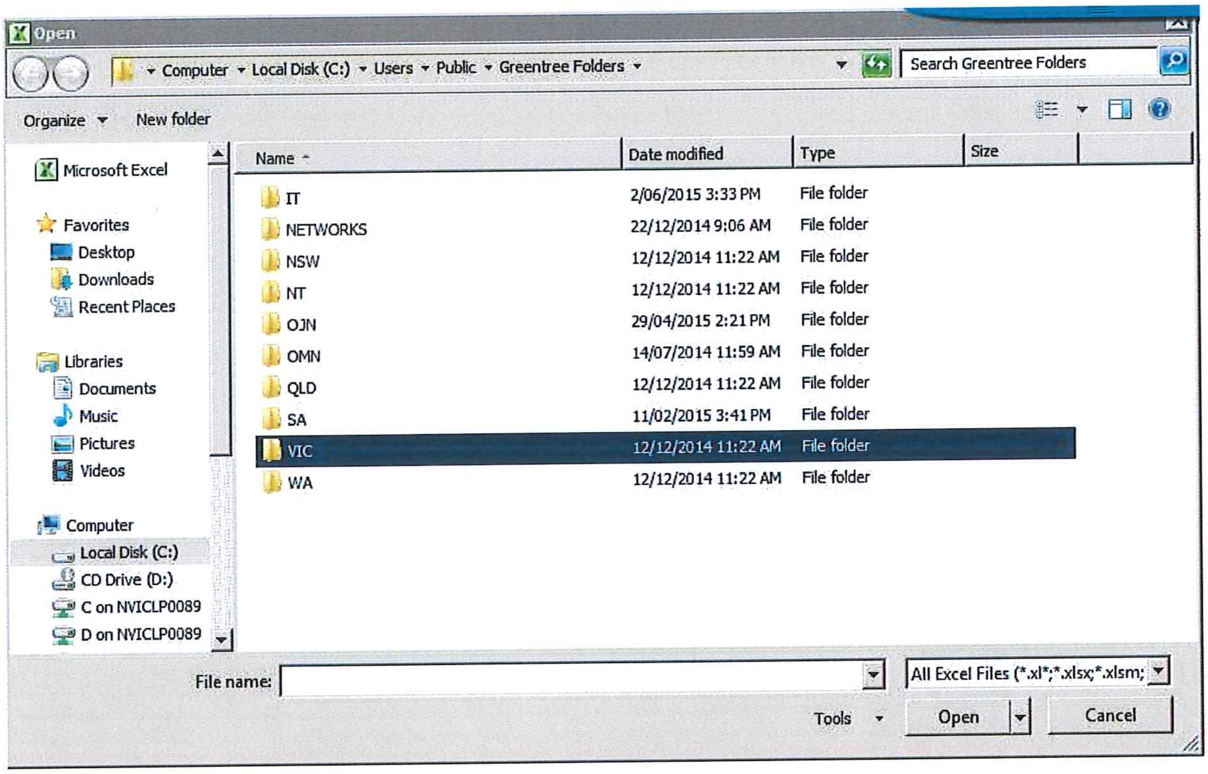
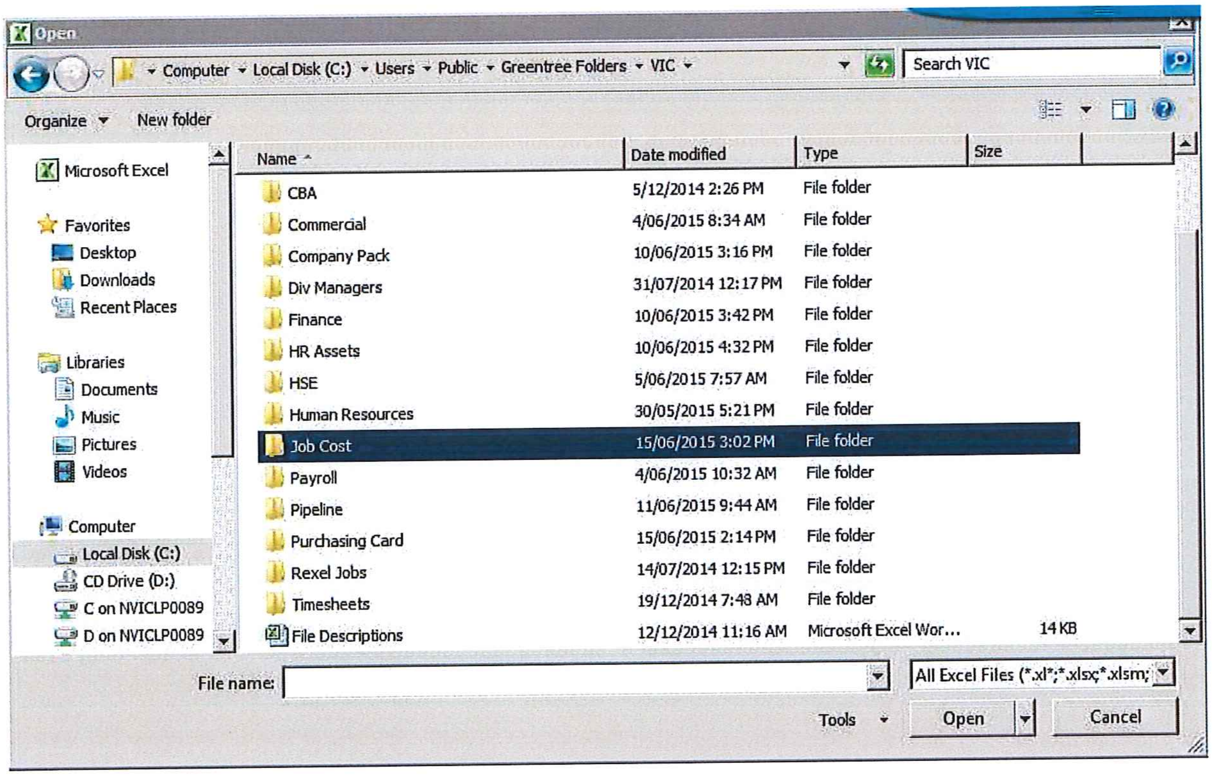
Job Cost Report

Now double click on the VIC folder

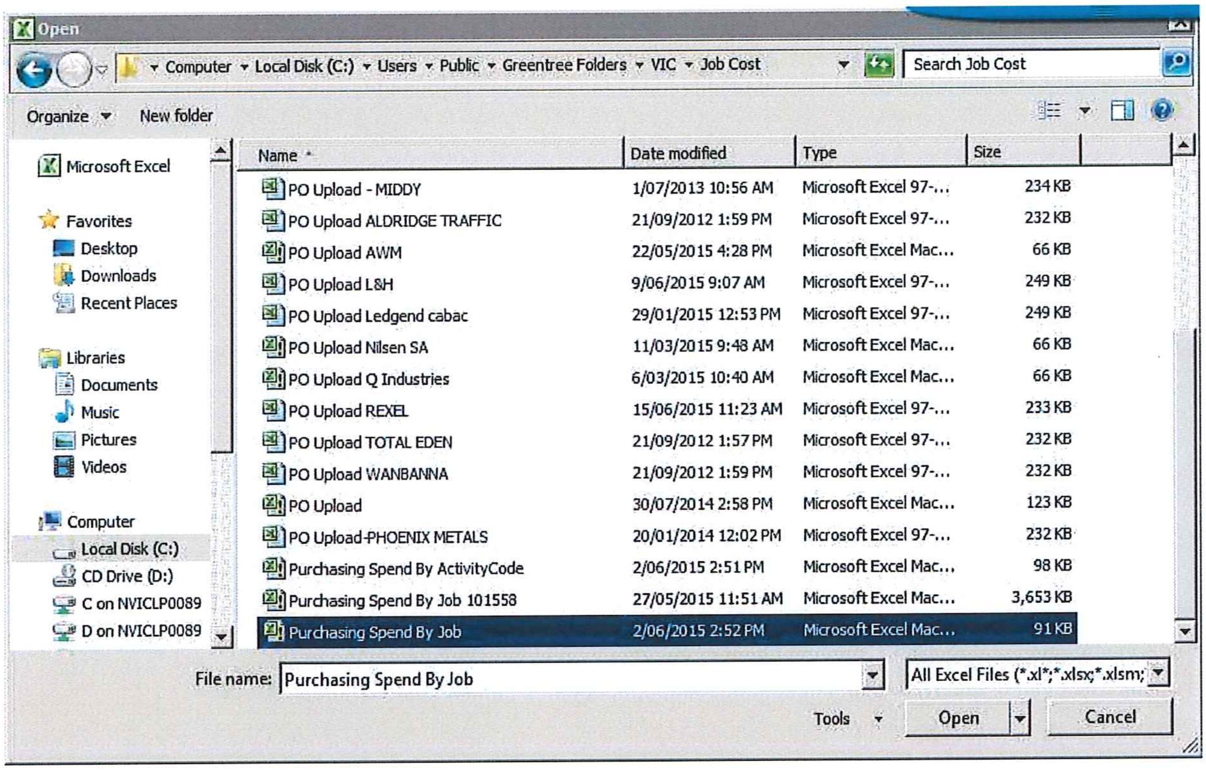


Double click on the Job Cost

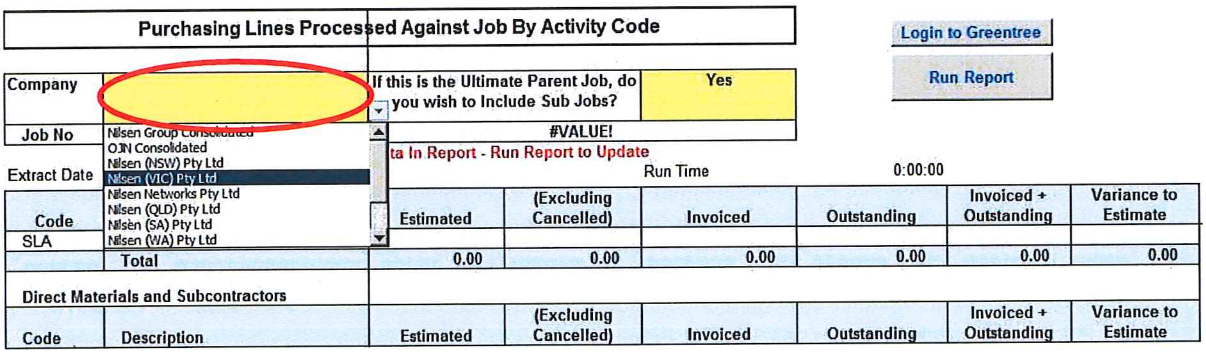


Job Cost Report

Scroll down to Purchasing Spent By Job



Click on the drop box and select Nilsen (VIC) Pty Ltd



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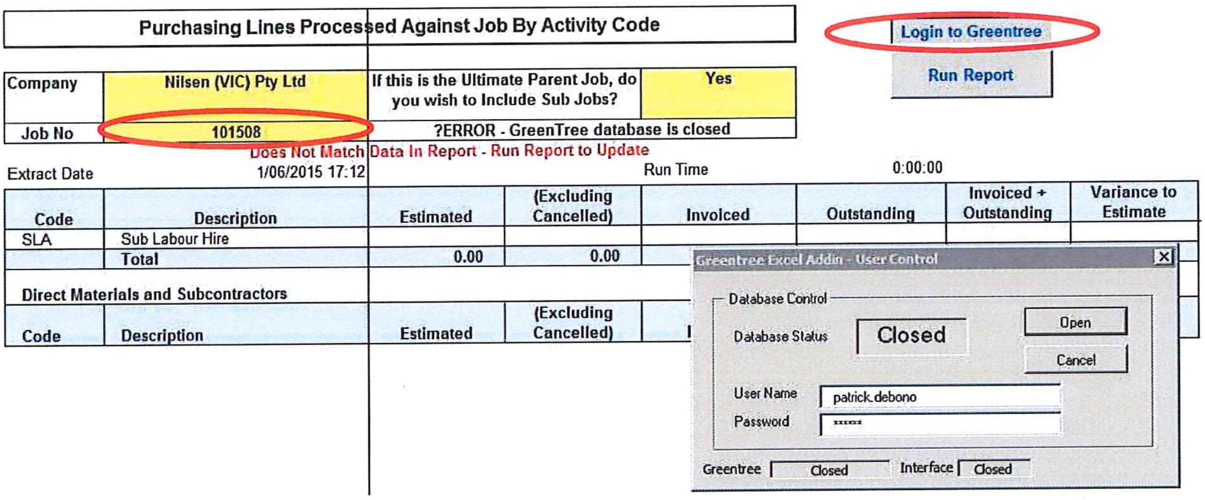
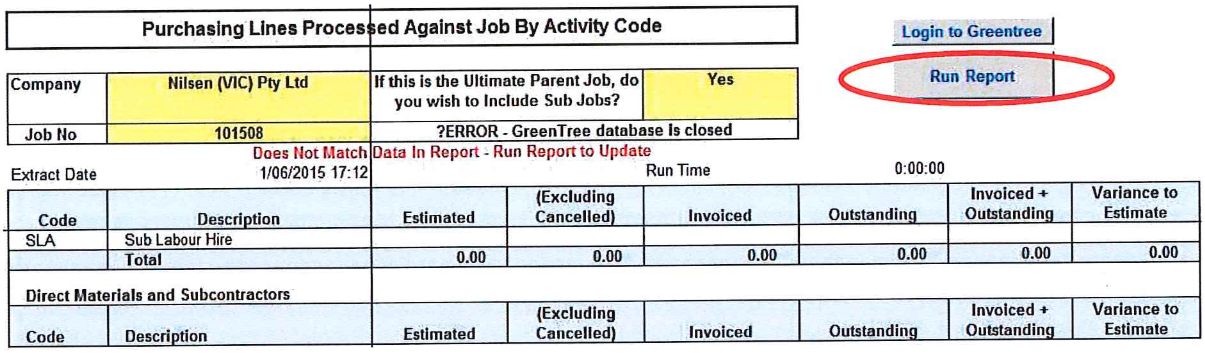
Job Cost Report

Type in the job number in the yellow box and Login to Greentree



Once logged into Greentree click on Run report



You will now have your report with a Live update so you can complete your NPC.

If you wish to save this file you <u>can't</u> save it directly onto your desktop so you need to save it on to F drive and then into your job folder under section 9