

BSBPMG515

MANAGE PROJECT HUMAN RESOURCES

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

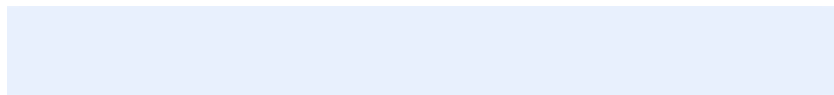
Craig Silva

Participant signature



Assessor name

Assessor signature



Date

Click here to enter a date.

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

ASSESSOR COMMENTS

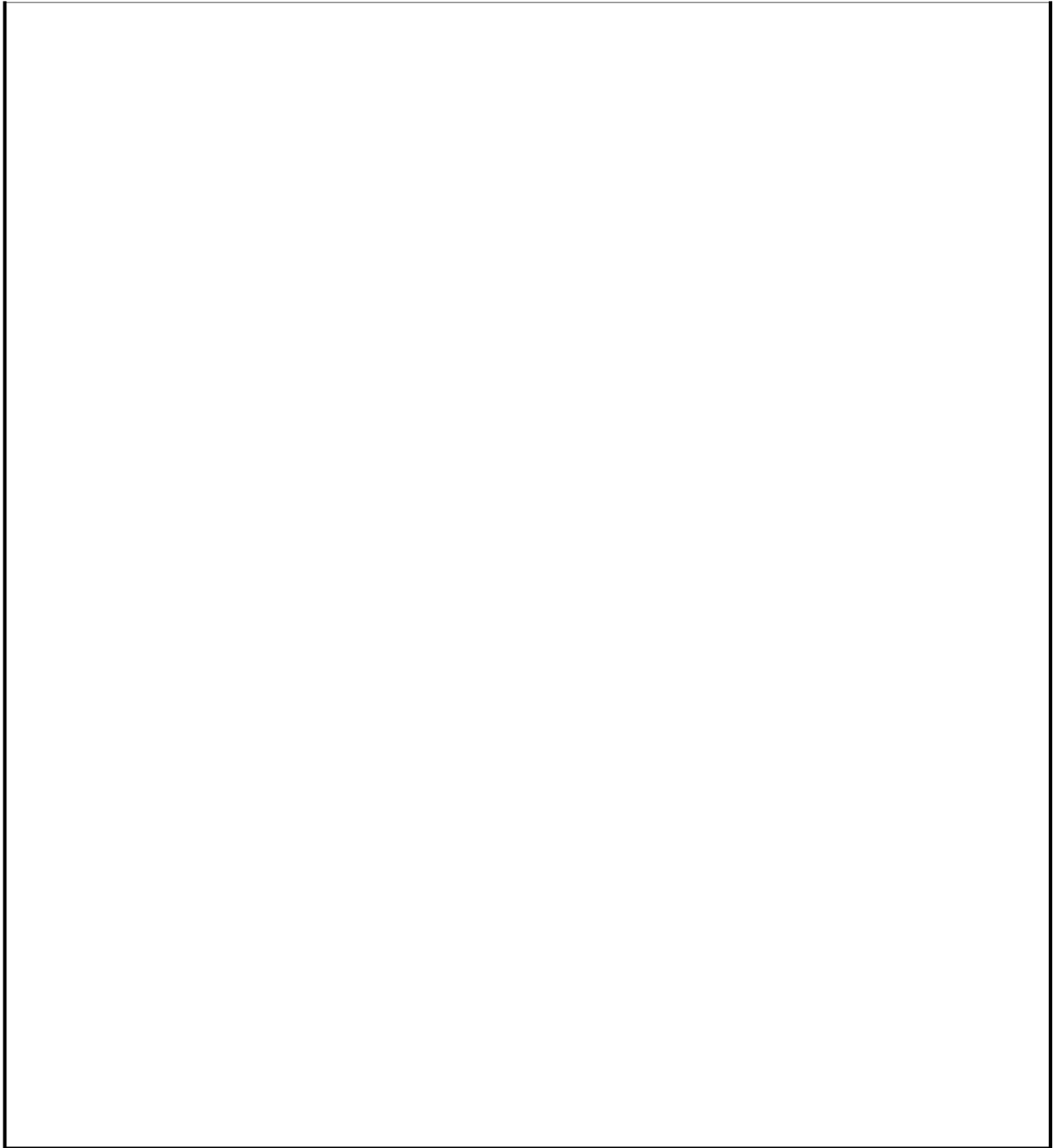
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BSBPMG515 MANAGE PROJECT HUMAN RESOURCES

Practical Task 1		
Description of task: A suitable observer is to verify the participant's ability to manage human resources related to projects – including planning for human resources, implementing personnel training and development, and managing the project team. 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, Personnel documentation.		
Assessment of task		
Name of participant:	Craig Silva	
Name of observer:	John Doherty	
Role of observer (Confirm suitability to sign)	Project Manager - City Electrical Services	
Email address of observer	john.doherty@cityelectrical.com.au	
Signature of observer:		
Date:	12th May 2020	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
1 Plan human resources relevant to projects		
A.	Determine resource requirements for individual tasks to establish required project personnel levels and competencies.	✓
B.	Establish project organisation and structure to align individual and group competencies with project tasks.	✓
C.	Allocate personnel to the project to meet planned work outputs throughout project timeline.	✓
D.	Apply human resources management (HRM) methods, techniques and tools to support engagement and performance of personnel.	✓
2 Implement project personnel training and development		

A.	Negotiate, define and communicate clear project role descriptions.	✓
B.	Identify, plan and implement ongoing development and training of project team members to support personnel and project performance.	✓
C.	Measure individuals' performance against agreed criteria and initiate actions to overcome shortfalls in performance.	✓
3 Lead project team		
A.	Implement processes and take action to improve individual performance and overall project effectiveness.	✓
B.	Monitor and report, for remedial action, internal and external influences on individual and project team performance and morale.	✓
C.	Implement procedures for interpersonal communication, counselling, and conflict resolution to maintain a positive work environment.	✓
D.	Identify and manage inter-project and intra-project resource conflict to minimise impact on achievement of project objectives.	✓
4 Finalise human resource activities related to projects		
A.	Disband project team according to organisational policies and procedures.	✓
B.	Identify and document human resource issues and recommended improvements.	✓
The participant's performance was: ✓ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

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