BSBPMG407A
APPLY RISK MANAGEMENT TECHNIQUES
ASSESSMENT SUMMARY

The assessment activities for *BSBPMG407A Apply risk management techniques* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. 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 some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Jack Morris

Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ **Competent**	☐ **Not Yet Competent**

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

BSBPMG407A
APPLY RISK MANAGEMENT TECHNIQUES

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
  - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
  - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
  - If a Participant changes their response in writing, they must put their initials next to the written change.
  - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name: Jack Morris

Participant signature:

Date: Click here to enter a date. 26/2/20

Assessor name:

Assessor signature:

Date: Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
16		☐	☐

ASSESSOR COMMENTS

Q1. **Describe a project below. Conduct a SWOT analysis for the project. Identify at least two (2) points per area.**

Project description

Estimating house material quantities via a detailed floor plan.

Answer

Area	Detail
S	Itemised documentation of build quantities – ordering materials. Costing – enables team to work with a pre-determined budget.
W	If error is made during estimating period, incorrect items will be ordered creating waste or lack of materials. Budget allocation may be incorrect, chewing into profit margin.
O	Additional training/mentoring. Formulas used for calculating quantities can be updated/fine tuned.
T	If errors are made during the estimating period, budget can be insufficient, having a negative impact for both company and clients. Errors made during estimating such as not factoring for breakages or wastage can affect build time, again having a negative impact on company and clients.

☐

Q2. **Consider the project you identified in Q1. For each of the areas identified in the table below, identify one (1) risk that may arise.**

Answer ☐

Area	Project risk
Environmental	Incorrect quantities ordered, resulting in wastage of product, this wastage will end up in landfill.
Finance	Errors made within estimating can cause issues with the budget. Effect profit for the company or lose of client.
Human resources	Human Resources are responsible for talking to management and clients in regards to any errors made. Increasing possible individual stress affecting workplace culture.
Legal	Possible breach of contract resulting in legal action and possible detrimental ramifications for the company
Technology	If technology fails during the estimating process, all work stops as all components required to complete estimation are run via a server.

Q3. **Using ticks, identify whether each of the risk analysis methods listed below is either 'qualitative' or 'quantitative'.**

Answe ☐

Qualitative	Quantitative	Method
☐	☑	Analyses expected monetary value
☑	☐	Considers likelihood of occurrence and impact on projective objectives
☑	☐	Ranks risks

Refer to the Risk Matrix below when responding to Q4.

Matrix	A: Catastrophic	B: Major	C: Moderate	D: Minor	E: Insignificant
1: Almost certain	E	E	H	H	M
2: Likely	E	H	H	M	M
3: Occasionally	H	H	M	M	L
4: Unlikely	H	M	M	L	L
5: Rare	M	M	L	L	L

E: Extreme	H: High	M: Medium	L: Low

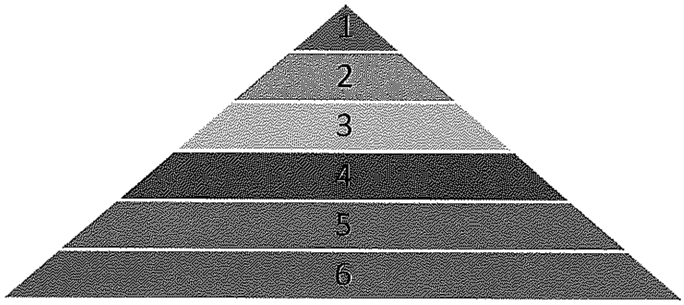
Q4. **Referring to your responses in Q2. rate each of the risks you identified using the Risk Matrix shown above. Identify the Likelihood and Impact you have determined, plus the overall risk rating.**

Prioritise each risk from 1 to 5 (1 = highest priority, 5 = lowest priority).

Answer ☐

Area	Risk rating	Priority
Environmental	Likelihood: 3 Impact: B Risk rating: H	1
Finance	Likelihood: 3 Impact: B Risk rating: H	2
Human resources	Likelihood: 4 Impact: D Risk rating: L	4
Legal	Likelihood: 4 Impact: B Risk rating: M	3
Technology	Likelihood: 5 Impact: D Risk rating: L	5

Q5. **Order the elements of the hierarchy of control, from 1 to 6 (i.e. most effective to least effective).**



Answer

Label (1 – 6)	Element
3	Isolate the hazard
6	Provide and use Personal Protective Equipment (PPE)
1	Eliminate the hazard
4	Control the hazard by engineering means
5	Control the hazard by administrative means
2	Substitute the hazard

Q6. **Referring to your responses in Q2. propose one (1) risk control for the risk identified in each of the areas listed below.**

Answer

Area	Risk control
Environmental	Ensuring estimation is checked multiple times, to minimize to risk of excess wastage.
Finance	Ensuring estimation is checked multiple times, to ensure budget is correct and no short falls happen.
Human resources	Communication with HR in relation to any issues which may arise due to estimation, making sure are problems are clearly documented.
Legal	Ensure both HR, management and client are aware of all aspects of contract, and informed immediately of any issue which may arise, and discuss possible solutions before legal proceedings.
Technology	Ensuring all documentation and estimations are backed up, in network storage.

Q7. **Which of the following parties should be consulted and agree to proposed risk managed strategies, plans and reporting mechanisms? Tick all that apply.**

Answer

Choice	Possible Answers
☑	Project manager
☑	Project specialist
☑	Team members

☐

Q8. **True or False (Tick your response): Organisations all use the same risk analysis methods, techniques and tools.**

Answer

☐	True
☑	False

☐

Q9. **Identify the four (4) options that may be followed once you have established the revised risk level.**

Answer

1 Do nothing – if the risk is at an acceptable level.

2 Implement risk controls – This will allow the controls to be changed and revised to a level which is acceptable.

3 Reassess the risk – once the initial revision has been completed and the risk is still below acceptable. Addition revision will need to be completed to reduce the risk.

4 Accept the risk -where the costs of reducing the risk to an acceptable level out way the impact of the risk itself.

☐

Q10. **What is the name of the risk level measured after risk controls have been implemented? Tick all that apply.**

Answer

Choice	Possible Answers
☐	Initial risk
☐	Revised risk
☑	Residual risk
☐	Updated risk

☐

Q11. **On what document should incidents be recorded?**

Answer

Issues register - organisation specific. Risk management plan. This generally requires Date of incident Description of incident Action undertaken Status of incident	☐

Q12. **What is to be completed when a variation is to be made to the project?**

Answer

When variation is required a change request is to be completed. This documentation is to be signed off by all interested parties eg project manager, project specialist and higher authorities.	☐

Q13. **True or False (Tick your response): You should report opportunities for action in the same way as risks.**

Answer

☑	True
☐	False

☐

Q14. **Identify two (2) types of documents that may be referred to when conducting a review of a risk management plan.**

Answer

Initial risk management plan. Issues register	☐

Q15. **Explain the relevance of evaluating project outcomes (e.g. agreed major milestones) as part of reviewing risk management activities.**

Answer

Reviews should be done during major moments during the project, eg milestones, change of staff or incidents. These reviews may identify new risks or redundant risks. There may also be a variance in the level the risk are at -higher or lower. These can be adjusted accordingly.	☐

Q16. **True or False (Tick your response): You may refer to past projects for lessons learned regarding risk management, even when the past projects are not identical to the current one.**

Answer

☑	True
☐	False

☐

BSBPMG407A
APPLY RISK MANAGEMENT TECHNIQUES

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.
  - The Participant's 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 an alternate task of equal value.
  - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name: Jack Morris

Participant signature:

Date: Click here to enter a date. 26/2/20

Assessor name:

Assessor signature:

Date: Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

BSBPMG407A
APPLY RISK MANAGEMENT TECHNIQUES

Practical Task 1 (2X)

Description of task:
On two (2) occasions, a suitable observer is to verify the participant's ability to apply risk management techniques to complex projects– including, assisting with risk analysis, risk management planning and undertaking a review of risk management outcomes.

A complex project is defined as a project which involves:

- The need for a comprehensive and multi-faceted project plan
- The need for a formal internal or external communications strategy
- A dedicated and diverse project budget
- Multiple administrative components
- Multiple operational components
- A wide range of stakeholders
- A project operations team

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. Evidence to be submitted may include:

- SWMS review checklist completed by the Participant
- Task JSA completed by the Participant
- SWMS signed by the Participant
- Design risk assessment completed by the Participant

The observer is to outline the details of each project observed in the 'Observer comments' section. The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.

Resources required:
Project records.

Assessment of task

Name of participant:	Jack Morris
Name of observer:	Slade Walters
Role of observer (Confirm suitability to sign)	Builder
Email address of observer	Slade.walters@stroudhomes.com.au
Signature of observer:	[signature]
Date:	Click here to enter a date.

When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. 1st Occasion	2nd Occasion
1.A. Contribute to identifying and prioritising potential risks throughout the project life cycle.	☑	☐
1.B. Within delegated authority, provide input to develop risk management strategies and risk management plans within established guidelines.	☑	☐

1.C. Establish risk analysis methods, techniques and tools to assist in the analysis of risks.	☑	☐
1.D. Ensure reporting mechanisms for risks were planned for and agreed to.	☑	☐
1.E. Undertake control activities in accordance with agreed project and risk management plans to achieve project objectives.	☑	☐
1.F. Measure progress and act on perceived, potential or actual risks within authority – or report to others for response.	☑	☐
1.G. Contribute to the implementation of agreed risk approaches and the amendment of plans to reflect the changing environment.	☑	☐
1.H. Identify and report opportunities for action in the same way as risks.	☑	☐
1.I. Contribute to the ongoing review of project outcomes to determine the effectiveness of risk management activities, accessing project records and other available information.	☑	☐
1.J. Report risk management issues and responses to others for lessons learned or application in future projects.	☑	☐

The Participant's performance was: ☑ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS

1.C. Establish risk analysis methods, techniques and tools to assist in the analysis of risks.	☑	☐
1.D. Ensure reporting mechanisms for risks were planned for and agreed to.	☑	☐
1.E. Undertake control activities in accordance with agreed project and risk management plans to achieve project objectives.	☑	☐
1.F. Measure progress and act on perceived, potential or actual risks within authority – or report to others for response.	☑	☐
1.G. Contribute to the implementation of agreed risk approaches and the amendment of plans to reflect the changing environment.	☑	☐
1.H. Identify and report opportunities for action in the same way as risks.	☑	☐
1.I. Contribute to the ongoing review of project outcomes to determine the effectiveness of risk management activities, accessing project records and other available information.	☑	☐
1.J. Report risk management issues and responses to others for lessons learned or application in future projects.	☑	☐

The Participant's performance was: ☑ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS