



**SUCCESSION
TRAINING**

BSB51415 Diploma of Project Management



Integration Management

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Version control & document history

Date	Summary of modifications made	Version
5 May 2016	Version 1.0 produced following assessment validation.	1.0
18 October 2018	Version 1.01 Change to Practical Assessment	1.01

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ASSESSMENT WORKBOOK COVERSHEET

WORKBOOK:	Workbook 5
TITLE:	Integration Management
FIRST AND SURNAME:	Craig Silva
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By submitting this work, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- I am aware that there is a limit to the number of submissions that I can make for each assessment and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided and I am aware that my assessor will not assess work that cannot be clearly identified and may request the work be resubmitted according to the correct process.
- This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of a qualification or statement of attainment.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

Name :

Signature:

Date:

CASE STUDY

Introduction

You have been appointed as a project management consultant advisor to the project team at Awesome Landscapes Pty Ltd. Specifically you are required to provide independent advice on seeing their current project through the entire life cycle.

You have already provided advice to them in the previous four workbooks.

The project manager has advised the project is now complete, and is about to archive all the project documentation.

Your task is to evaluate the supplied project documentation and to ensure all due diligence has been completed.

You will need to compare the project plan with the previous version to ensure it is ready for closure.

Project Charter version 4 (.pdf)

Project Plan version 4 (.pdf)

Project Gantt Chart version 4 (.mpp)

Project Gantt Chart version 4 (.pdf)

Project Network Diagram version 4 (.pdf)

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(username: cstclearner password: CstcPty@123)
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Note: These documents were generated in year 2016. For the purpose of this assessment, refer to ‘2016’ as the current year and ‘2017’ as the succeeding year.

1. Sam has asked to you check the Project Plan for anything that is missing. He has been very busy but appears to have done all the necessary finalisation of the plan ready for sign off.

He has mentioned the final report or lessons learnt documentation has not been included, and the project archiving checklist have not been completed either. You will be assigned to complete these later.

Examine the Project Charter (version 4) and Project Plan (version 4) and identify four (4) things that are missing.

Guidance:

- a. Assume the Project Gantt Chart and the financial figures in the summary/detailed costing tables are up to date as these have already been audited. Also remember this final project plan is in draft, and will not be signed off until the final acceptance meeting in a few days' time.
- b. Take note of the following:
 - i. Version control.
 - ii. The updates from the project in the other workbooks you have completed in previous workbooks.
 - iii. Check the project archiving checklist for everything that should be included

- a. Version Control doesn't indicate that this is the final version of Project Plan.
- b. Project Cashflow not updated.
- c. Issues Register not completed.
- d. Final Audit Report not done.

2. Sam is in the process of developing a set of Lessons Learnt Documentation for the project.
 - a. Access and review the four (4) previous workbooks you have completed and derive three (3) different lessons learnt throughout the project.
 - b. Document each lessons learnt using the Lessons Learnt Documentation Template provided. Use one template for each lessons learnt.

Lessons Learnt Documentation Template 1

Project Name	Cascade Peak Chalets							
Prepared by	Craig Silva							
Date	13/04/2017							
Project Manager	Sam Ng							
Lessons Learnt Number	1							
Lesson Learned Proposed Name:	Skills for Roles and Responsibilities.							
Project Team Role:	Site Team							
Process Group*								
	Initiating	X	Planning		Executing		Controlling	Closing
Specific project management process being used:								
PMBOK - Human Resources								
Specific practice, tool or technique being used:								
Site Supervisor having performance issues using computer to send email and use internet. He has poor computer literacy.								
What action was undertaken?	Site manager not using computer as was unsure on how.							

What was the result?	There was a hole in communication between management and site.				
What might have been a more preferred result?	Site manager to have the necessary computer skills to look after project.				
What might have created the more preferred result?	Ensuring that he had the knowledge at the start of the project. If not have him trained prior to commencement.				
What is the specific lesson learnt?					
Don't assume employees have all the skills they require to do their jobs affectively.					
How could one identify a similar situation in the future?					
At the interviewing stage and keeping open lines of communication between staff and management if people need more training.					
What behaviour is recommended for the future?					
Encourage employees to take on further training and to speak up if they need help. Arrange or provide training if required.					
Where and how can this knowledge be used later in this current project?					
Already been resolved for this project.					
Who should be informed about this Lesson Learnt:					
	Executive(s)		Project Manager(s)		Project team (s) X All staff
	Others				
How should this Lesson Learnt be disseminated?					
X	E-mail	X	Intranet/Web site		Tip Sheet/FAQ Library
X	Others	Tool Box Meeting on all sites with all employees.			

Lessons Learnt Documentation Template 2

Project Name	Cascade Peak Chalets
Prepared by	Craig Silva
Date	13/04/2017
Project Manager	Sam Ng
Lessons Learnt Number	2
Lesson Learned Proposed Name:	Onsite Communication
Project Team Role:	Site Team
Process Group*	
Initiating	Planning X
Executing	Controlling
	Closing
Specific project management process being used:	
PMBOK - Communications	
Specific practice, tool or technique being used:	
Works on site slow and low morale from site team.	
What action was undertaken?	Site team having issues with lack of information as to what processes are required for completing daily tasks.
What was the result?	Tasks not being completed or not to the quality standard required.
What might have been a more preferred result?	Productive site team that know what tasks are to be completed each day and how they are to be done.
What might have created the more preferred result?	Provision of Daily Pre-start Meeting Template.
What is the specific lesson learnt?	
Have processes in place for site staff to use to aid them in running a team.	

How could one identify a similar situation in the future?							
Feedback from onsite staff or if processes are in place making sure they are being used.							
What behaviour is recommended for the future?							
Support and monitor site management to ensure site team is at its most productive.							
Where and how can this knowledge be used later in this current project?							
Direct implementation and ensuring meetings at the start of each shift.							
Who should be informed about this Lesson Learnt:							
X	Executive(s)	X	Project Manager(s)		Project team (s)		All staff
	Others						
How should this Lesson Learnt be disseminated?							
X	E-mail	X	Intranet/Web site		Tip Sheet/FAQ		Library
	Others						

Lessons Learnt Documentation Template 3

Project Name	Cascade Peak Chalets
Prepared by	Craig Silva
Date	13/04/2017
Project Manager	Sam Ng
Lessons Learnt Number	3
Lesson Learned Proposed Name:	Background Checking
Project Team Role:	Project Manager, Project Administrator
Process Group*	

Implement all recommendations when signing replacement contractor.

Who should be informed about this Lesson Learnt:

X	Executive(s)	X	Project Manager(s)		Project team (s)		All staff
	Others						

How should this Lesson Learnt be disseminated?

X	E-mail	X	Intranet/Web site		Tip Sheet/FAQ		Library
	Others						

3. Sam has asked you to write the final report for the project. Complete the final report using the template below, assuming the things missing from the project plan in the question above have been included.

Guidance:

- Access and carefully review the project documentation you were provided with along with the case study scenario and populate all the fields with the required information.
- Provide a date that is later than the last date in the Project Gantt Chart version 4.
- Assume that this report will be submitted to Terrence Mackay, Stephen Lyons, Kate Chan, and Kim Nguyen.
- Provide a brief summary of the project in terms of the four project constraints (Scope, Cost, Time, and Quality).
- Provide a detailed summary of the project covering the functions of project management listed below. Further guidance is provided for you within the template.

Process Review Tendering processes. Selection of contractors. Management of contractors. QA of contractors works prior to payments.
Lessons Learnt Having to replace contractor halfway through the project.
Recommendations Thorough reference and background checks as well as interview. Would recommend against using where a conflict of interest exists.
Risk
Process Review Risk planning process. Effectiveness of risk management plans in dealing with incidents.
Lessons Learnt Weak risk management plan on commencement of project.
Recommendations Develop a strong and thorough plan that can be used for future projects, use lessons learnt from past projects to assist.
Project Integration
Process Review Requirements of project sponsor Clear project plan. Change management processes.
Lessons Learnt Change of project sponsor part way through the project.
Recommendations Ensure all documentation and paperwork is kept up to date and clear as if this is to happen on future projects it will be an easy transition to new sponsor.

4. Sam has approved the report in the above question to be distributed. He has also updated the project plan following your advice. Now he is ready for the project closure meeting. He has assigned you the task of organising this meeting.

Answer the questions that follow.

- a. Who will attend this meeting?

Guidance: List the attendees by name, job title, and organisation).

Following members of the steering committee will attend this meeting.

Terrance Mackay - General Manager - Cascade Peak Hotel Pty Ltd

Stephen Lyons - Planning Manager - Cascade Peak Shire Council

Kim Nguyen - Awesome Landscapes Pty Ltd

Sam Ng - Awesome Landscapes Pty Ltd

- b. What information will each person need before the meeting?

Each committee member will receive a draft of project report, project charter and project plan.

- c. Which documents (and which version number of each document) will need to be printed off for the meeting?

Project Charter (Version 4)
Project Plan (Version 4)
Project Completion Report
Project Archives Checklist
Formal Acceptance and Closure
d. Which of these documents will require signatures?
Project Charter (Version 4)
Project Plan (Version 4)
Project Completion Report
Formal Acceptance and Closure
e. Who will need to sign off on these documents?
All attendees of the meeting.
f. Do you believe the project objectives aligned with the objectives of Awesome Landscapes throughout the entire project life cycle? Explain your answer.
Yes, I think most of objectives that were listed in the Project Plan were met as project is now complete. However objective 6 was not maintained due to the project being put on hold and there was some damage to site, this was out of Awesome Landscapes control.
g. What needs to be done after the meeting to complete the closure of the project?
Each committee member their copy of project completion documentation for their own archiving. Awesome Landscapes can now raise their final invoice for payment. Once this payment is made they can archive the project.

WORKBOOK CHECKLIST

When you have completed this workbook, please ensure you have completed all parts of it:

Case Study

IMPORTANT REMINDER

Students must achieve a satisfactory result to ALL assessment tasks to be awarded COMPETENT for the unit relevant to this subject.

To award the student competent in the units relevant to this subject, the student must successfully complete all the requirements listed above according to the prescribed benchmarks.

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