

BSBXXXXXX

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ASSESSOR GUIDE

BSBPMG510A Manage Projects

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Assessor Guide

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Assessment Map

This table maps each part of the Assessment Project and Assessment Exam against the elements and performance criteria for this unit and the critical aspects of evidence.

There is also space for you to include reference to other assessment activities that will be used.

Element	Performance Criteria	Project/ Exam	Other Assessment
1 Define project	1.1 Access project scope and other relevant documentation	Project: Part 1, Task 1a; Exam Qns:1	
	1.2 Define project stakeholders	Project: Part 1, Task 1a - c; Exam Qns:2, 3	
	1.3 Seek clarification from delegating authority of any issues related to project and project parameters	Project: Part 1, Task 1b; Exam Qns:4	
	1.4 Identify limits of own responsibility and reporting requirements	Project: Part 1, Task 1b, c	
	1.5 Clarify relationship of project to other projects and to the organisation's objectives	Project: Part 1, Task 1b, c	
	1.6 Determine and access available resources to undertake project	Project: Part 1, Task 1b, c	
2 Develop project plan	2.1 Develop project plan including timelines, work breakdown structure, role and responsibilities and other details of how the project will be managed in relation to the project parameters	Project: Part 2, Task 1b, 3a; Exam Qns:6, 9	
	2.2 Identify and access appropriate project management tools	Project: Part 2, Task 1a; Exam Qns:7, 8	
	2.3 Formulate risk management plan for project, including occupational health and safety (OHS)	Project: Part 2, Task 1d; Exam Qns:10	
	2.4 Develop and approve project budget	Project: Part 2, Task 1c	
	2.5 Consult team members and take their views into account in planning the project	Project: Part 2, Task 2a	
	2.6 Finalise project plan and gain any necessary approvals to commence project according to documented plan	Project: Part 2, Task 2b	
3 Administer and monitor project	3.1 Take action to ensure project team members are clear about their responsibilities and the project requirements	Project: Part 3, Task 1a, b	
	3.2 Provide support for project team members, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented time lines are met	Project: Part 3, Task 1a, b	
	3.3 Establish and maintain required record keeping systems throughout the project	Project: Part 3, Task 2a; Exam Qns:13	
	3.4 Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality	Project: Part 3, Task 2a	

3 Administer and monitor project (continued)	3.5 Complete and forward project reports as required to stakeholders	Project: Part 3, Task 2a	
	3.6 Undertake risk management as required to ensure project outcomes are met	Project: Part 3, Task 3a: Exam Qns:12, 14	
	3.7 Achieve project deliverables	Project: Part 4, Task 2 a, b	
4 Finalise project	4.1 Complete financial record keeping associated with project and check for accuracy	Project: Part 4, Task 1 a; Exam Qns:16	
	4.2 Assign staff involved in project to new roles or reassign to previous roles	Project: Part 4, Task 1 b ; Exam Qns:16	
	4.3 Complete project documentation and obtain any necessary sign offs for concluding project	Project: Part 4, Task 1 b; Exam Qns:16, 17	
5 Review project	5.1 Review project outcomes and processes against the project scope and plan	Project: Part 4, Task 2 a; Exam Qns:18, 19	
	5.2 Involve team members in the project review	Project: Part 4, Task 2 a	
	5.3 Document lessons learnt from the project and report within the organisation	Project: Part 4, Task 2 b; Exam Qns:20	
Extract from the evidence guide Critical aspects for assessment and evidence required to demonstrate competency in this unit		Project/ Exam	Other Assessment
Evidence of the following is essential:			
Development of a project plan		Project Parts 1,2; Exam Qns:1-10	
Details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project		Project Part 3; Exam Qns:15, 16, 18-20	
Knowledge of relevant legislation.		Project Part 1, Task 1b	

Instructions for the use of the Assessment Project

Summative assessment

The Assessment Project consists of a number of parts called 'tasks'. It is designed as a summative assessment tool. The Project gathers evidence across the full unit of competency. It can be divided into parts and submitted and marked in stages or submitted and marked at the end of the unit.

Real or simulated business environment

Depending on the situation of your candidates and the delivery mode you could use this tool in a number of different ways.

Candidates may manage projects:

- Within their own work environment or organisation,
- or
- With reference to a scenario provided by you (the trainer/assessor). If appropriate you could base this project on the business planning needs of your Registered Training Organisation (RTO) or College. See the information on customisation below.
- or
- Using material provided in Flexible Learning Toolboxes (refer to the following website: <http://toolboxes.flexiblelearning.net.au/>).

Reasonable adjustment

Candidates must successfully complete all parts of this project. Remember to allow reasonable adjustment for any particular needs of the candidate in line with your RTO policies.

Marking Guides for Assessors

Included in this Assessor guide are two tools that can be used to record whether all parts of the project have been satisfactorily completed:

1. A marking guide against the performance criteria and task checklist with feedback form
 - The checklist below is mapped to the performance criteria listed in the unit of competency and tasks and provides space for the Assessor to record evidence and feedback to the candidate.
2. A marking guide with scores for grading purposes
 - The marking guide provides suggested scores for each task. This is only provided where the RTO's policies provide for grading of exams and projects.

Choose the method for recording assessment outcomes that is most relevant to your training environment.

Assessment Project – Assessor Marking Guide

BSBMKG510A Manage Projects			
Candidate Name:			
Assessor Name:			
Checklist for Part 1			
By <INSERT DUE DATE> the candidate must have:			
	Links to Performance Criteria	Complete	Not yet complete
Accessed project scope and other relevant documentation	1.1		
Defined project stakeholders	1.2		
Prepared a brief outline of the project	1.1, 1.2		
Discussed the project with relevant authorities	1.3		
Written a detailed project description that includes: <ul style="list-style-type: none"> Identified limits of own authority and reporting requirements relationship of project to other projects and to the organisation's objectives resource requirements and availability 	1.4, 1.5, 1.6		
Evidence to support Part 1 –			
Feedback :			
Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No Assessor signature:			

Checklist for Part 2

By <INSERT DUE DATE> the candidate must have:

	Links to Performance Criteria	Complete	Not yet complete
Documented the project management tools to be used in management of this project	2.2		
Defined and sequenced the key project activities	2.1		
Prepared a project budget	2.4		
Prepared a risk management plan	2.3		
Consulted with team members	2.5		
Gained budget approval	2.6		
Written a comprehensive project plan	2.1		
Evidence to support Part 2 –			
Feedback :			
Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No Assessor signature:			

Checklist for Part 3

By <INSERT DUE DATE> the candidate must have:

	Links to Performance Criteria	Complete	Not yet Complete
Intentionally blank	3.1		
	3.2		
	3.3, 3.4		
	3.6		
	3.5		
Evidence to support Part 3 –			
Feedback :			
Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No Assessor signature:			

Checklist for Part 4

By <INSERT DUE DATE> the candidate must have:

	Links to Performance Criteria	Complete	Not yet Complete
Intentionally blank	4.1		
	4.2, 4.3		
	5.1, 5.2		
	3.7, 5.3		
Evidence to support Part 4 –			
Feedback :			
Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No Assessor signature:			

Assessment Project – Assessor Marking Guide

BSBPMG510A Manage Projects	
Candidate Name:	
Assessor Name:	
Part 1	Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Part 2	Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Part 3	Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Part 4	Competency Demonstrated: <input type="checkbox"/> Yes <input type="checkbox"/> No

Final Result for the project : <input type="checkbox"/> Competent <input type="checkbox"/> Not Yet Competent	
Date:	Assessor Signature:

Assessment Project – Assessor Marking Guide (Grading)

The marking guide provides suggested scores for each task. This is only provided where the RTO's policies provide for grading of exams and projects.

Tick if the evidence supplied is enough to demonstrate competency				
Tasks	Evidence supplied	Your score	Value	Notes
Part 1			25	
Task 1a	<input type="checkbox"/>	/5		
Task 1b	<input type="checkbox"/>	/5		
Task 1c	<input type="checkbox"/>	/15		
Part 2			35	
Task 1a	<input type="checkbox"/>	/5		
Task 1b	<input type="checkbox"/>	/5		
Task 1c	<input type="checkbox"/>	/5		
Task 1d	<input type="checkbox"/>	/5		
Task 2a	<input type="checkbox"/>	/3		
Task 2b	<input type="checkbox"/>	/2		
Task 3b	<input type="checkbox"/>	/10		
Part 3			20	
Task 1a	<input type="checkbox"/>	/4		
Task 1b	<input type="checkbox"/>	/4		
Task 2a	<input type="checkbox"/>	/4		
Task 2b	<input type="checkbox"/>	/4		
Task 3a	<input type="checkbox"/>	/4		

Tasks	Evidence supplied	Your score	Value	Notes
Part 4			20	
Task 1a	<input type="checkbox"/>	/5		
Task 1b	<input type="checkbox"/>	/5		
Task 2a	<input type="checkbox"/>	/5		
Task 2b	<input type="checkbox"/>	/5		
Final Score:	___ / 100		Date:	Assessor Signature:

SAMPLE ONLY

Instructions for the use of the Exam or Question Bank

A set of questions and model answers have been provided. These can be used as a final summative exam or as a question bank to support in class formative assessment activities. A marking guide is provided to be used with the questions in exam format.

Assessment Exam – Assessment Marking Guide

Assessor: Tick if the evidence supplied is enough to demonstrate competency. (Suggested values for each question are included if you are required to provide a mark)

Assessor: Tick if the evidence supplied is enough to demonstrate competency. (Suggested values for each question are included if you are required to provide a mark)			
<i>Section 1</i> Q1 – Q5 PC 1.1 – 1.6	<i># Correct Answers</i>		<i>Feedback</i>
<i>Questions</i>	<i>Your score</i>	<i>Value</i>	
Q1		5	
Q2		5	
Q3		5	
Q4		5	
Q5		5	
<i>Section 2</i> Q6 – Q10 PC 2.1 – 2.6	<i># Correct Answers</i>		<i>Feedback</i>
<i>Questions</i>	<i>Your score</i>	<i>Value</i>	
Q6		5	
Q7		5	
Q8		5	
Q9		5	
Q10		5	

Section 3 Q11 – Q14 PC 3.1 – 3.7	# Correct Answers		Feedback
Questions	Your score	Value	
Q11		5	
Q12		5	
Q13		5	
Q14		5	
Section 4 Q15 – Q17 PC 4.1 – 4.3	# Correct Answers		Feedback
Q15		5	
Q16		5	
Q17		5	
Section 5 Q18 – Q20 PC 5.1 – 5.3	# Correct Answers		Feedback
Q18		5	
Q19		5	
Q20		5	
Final Score	___ / 100	Date:	Assessor Signature:

Model Answers

1. Contract or other agreement, project brief, project plan, documents listing project inclusions or exclusions, quality standards, operational plans, strategic plans

2.

Project Management

A document that describes project objectives, lists the stakeholders, activities, resources and schedules required to meet objectives.

Project Milestone

A clear description of the project goal. What is to be achieved, how it is to be achieved, who will achieve it, when will it be achieved.

Project plan

The process of planning, organising and controlling a project

Project Scope

Individuals or organisations that are involved or may be affected by the project.

Stakeholders

A point in the project where a deliverable takes place and where signoff is often required. A marker that summarises progress to that point.

3. g) all of the above

4. finances available for project, integration of project within the organisation, legislative or quality standards, resources required (physical, human, technical), procurement requirements, reporting requirements, risks, timelines, scope

5. c) operational activities and projects both require planning and budgets and produce specified outcomes by specified timeframes, however projects always bring about some kind of change to the organisation.

6. executive summary, project goals, project objectives, project deliverables, project milestones, assumptions, risks, work breakdown, resource requirements (people, equipment, materials, budget etc.), reporting processes, assessment and review criteria, contacts, approval process

7. cost schedule control system, Critical path method, Gantt and bar charts, life cycle cost analysis, logistics support analysis, PERT charts, project management software, spreadsheets, technical or specialised tools such as OHS management system tools

8. a) although other tools are essential to an effective project manager, the WBS defines the entire scope of the project and is the source from which activities, resource needs and risks are derived from.
9. c
10. B) the most detrimental factor in risk management is people's attitudes towards risks.
11. d) whilst the other factors may impact on the quality of the deliverables and whether deadlines are met, a breakdown in communication and relationship with the client will most likely make the project fail.
12. D
13. G
14. Changing project roles and responsibilities, negotiating an extension to a deadline, redefining outcomes or quality of outcomes, outsourcing some aspects of the project, reducing costs, finding more efficient methods to complete project tasks, finding further resources, sharing ideas to gain improvements to work
15. D
16. Complete project report, finalise financial records, reassign staff to new or previous roles, obtain sign off from any stakeholders, handover project deliverables to clients, document lessons learned, archive all project records.
17. E
18. G
19. evaluation against goals and objectives, evaluation against project scope and project plan, project member and other key stakeholder feedback, review of progress reports and financial and quality data.
20. B stakeholders include all relevant people including project team members.

Required Skills and Required Knowledge Checklist

This can be used as an individual checklist or adapted to a class marking form.

Candidate Name:			
Unit: BSBPMG510A Manage Projects			
Qualification:			
Required Skills:			
The candidate has displayed the following skills:	Yes	No	Source of evidence from the project , exam and formative assessment
<ul style="list-style-type: none"> communication and negotiation skills to work with team members and other stakeholders to maintain project schedules 			
<ul style="list-style-type: none"> literacy skills to read, write and review a range of documentation 			
<ul style="list-style-type: none"> planning and organising skills to develop, monitor and maintain implementation schedules 			
<ul style="list-style-type: none"> numeracy skills to analyse data, and to compare time lines and promotional costs against budgets 			
<ul style="list-style-type: none"> culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities. 			
Required Knowledge:			
The candidate has the following knowledge:	Yes	No	Source of evidence from the project , exam and formative assessment
<ul style="list-style-type: none"> relevant legislation from all levels of government that may affect aspects of business operations, such as: <ul style="list-style-type: none"> anti-discrimination legislation ethical principles codes of practice privacy laws environmental issues OHS 			
<ul style="list-style-type: none"> organisational structure, and lines of authority and communication within the organisation 			
<ul style="list-style-type: none"> how the project relates to organisation's overall mission, goals, objectives and operations 			

Continued over the page

Employability Skills Checklist

(Insert this information from the qualification rules)

The candidate has displayed the following employability skills:		Yes	No	Examples of evidence
Communication:	Include the employability skill industry requirements for the relevant qualification here:			
Teamwork:	Include the employability skill industry requirements for the relevant qualification here:			
Problem Solving:	Include the employability skill industry requirements for the relevant qualification here:			
Initiative and enterprise:	Include the employability skill industry requirements for the relevant qualification here:			
Planning and organising:	Include the employability skill industry requirements for the relevant qualification here:			
Self-management:	Include the employability skill industry requirements for the relevant qualification here:			
Learning:	Include the employability skill industry requirements for the relevant qualification here:			
Technology:	Include the employability skill industry requirements for the relevant qualification here:			

RPL/ RCC Portfolio Cover Sheet (Candidate)

Candidate name:		Workplace:	
Assessor name:		RTO:	
Unit:	BSBPMG510A Manage projects		
Overview of evidence required			
<p>The following evidence is critical to the judgement of competence in this unit:</p> <ul style="list-style-type: none"> • development of a project plan • details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project • knowledge of relevant legislation. 			
The evidence shows that I ...		Item No.	Type of evidence submitted
<p>Can define project</p> <ul style="list-style-type: none"> • Access project scope and other relevant documentation • Define project stakeholders • Seek clarification from delegating authority of any issues related to project and project parameters • Identify limits of own responsibility and reporting requirements • Clarify relationship of project to other projects and to the organisation's objectives • Determine and access available resources to undertake project 			
<p>Can implement and monitor participative arrangements for the management of OHS</p> <ul style="list-style-type: none"> • Explain the importance of effective consultative mechanisms in managing health and safety risks 			

<ul style="list-style-type: none"> • Implement and monitor consultative procedures to facilitate participation of workgroup in management of work area hazards • Promptly deal with issues raised through consultation, in accordance with organisational consultation procedures • Promptly record and communicate to the workgroup the outcomes of consultation over OHS issues 		
<p>Can develop project plan</p> <ul style="list-style-type: none"> • Develop project plan including timelines, work breakdown structure, role and responsibilities and other details of how the project will be managed in relation to the project parameters • Identify and access appropriate project management tools • Formulate risk management plan for project, including occupational health and safety (OHS) • Develop and approve project budget • Consult team members and take their views into account in planning the project • Finalise project plan and gain any necessary approvals to commence project according to documented plan 		
<p>Can administer and monitor project</p> <ul style="list-style-type: none"> • Take action to ensure project team members are clear about their responsibilities and the project requirements • Provide support for project team members, especially with regard to specific needs, to ensure that the quality of the expected outcomes of the project and documented time lines are met • Establish and maintain required record keeping systems throughout the project • Implement and monitor plans for managing project finances, resources (human, physical and technical) and quality • Complete and forward project reports as required to stakeholders 		

<ul style="list-style-type: none"> Undertake risk management as required to ensure project outcomes are met Achieve project deliverables 		
<p>Can finalise project</p> <ul style="list-style-type: none"> Complete financial record keeping associated with project and check for accuracy Assign staff involved in project to new roles or reassign to previous roles Complete project documentation and obtain any necessary sign offs for concluding project 		
<p>Can review project</p> <ul style="list-style-type: none"> Review project outcomes and processes against the project scope and plan Involve team members in the project review Document lessons learnt from the project and report within the organisation 		
<p>Candidate signature:</p>		<p>Date:</p>

RPL/ Assessment Sheet (Assessor)

Candidate name:				
Assessor name:				
RTO:				
Unit[s]	BSBPMG510A Manage projects			
The evidence provided by the candidate is:				
<input type="checkbox"/> valid	<input type="checkbox"/> authentic	<input type="checkbox"/> sufficient	<input type="checkbox"/> current	
Contents of the portfolio provided satisfactory evidence that the candidate can:				
Define project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Develop project plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Administer and monitor project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Finalise project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Review project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

ASSESSMENT OF EVIDENCE GATHERED			
Overall assessment	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent	
If 'NYC', provide details of gaps / further evidence required			
Strategies for collection of further evidence			
Comments / feedback to candidate			
Assessors Signature:			Date:

Record of Assessment Outcome

This form can be used to record the final outcome for the unit.

Name of candidate				
Unit(s)	BSBPMG510A Manage projects			
Registered Training Organisation				
Qualification				
Elements of competency:				
Define project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Develop project plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Administer and monitor project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Finalise project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Review project	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Critical aspects for assessment and evidence required to demonstrate competency in this unit:				
Evidence of the following is essential:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<ul style="list-style-type: none"> development of a project plan 	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<ul style="list-style-type: none"> details of monitoring arrangement/s and evaluation of the project plan's efficacy to address time lines and budgets of project 	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<ul style="list-style-type: none"> knowledge of relevant legislation. 	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Overall, the candidate was assessed as:				
Competent <input type="checkbox"/> Not Yet Competent <input type="checkbox"/>				
The candidate requires the following skill development before re-assessment:				
Feedback to candidate on overall performance during assessment:				
The candidate has been provided with feedback and informed of the assessment result and the reasons for the decision.	Name of Assessor:			
	Signature of Assessor:			
	Date:			
I have been provided with feedback on the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.	Name of Candidate:			
	Signature of Candidate:			
	Date:			