

BSBXXXXX

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ASSESSMENT PROJECT

BSBPMG510A
Manage Projects

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SAMPLE ONLY

Assessment Project

Instructions:

This Assessment Project is to be completed in addition to the learning and assessment tutorial activities you complete in class during the course.

This Project evaluates a number of elements of competency that will assess your knowledge and skills in managing projects (see BSBPMG510A- Assessment Guide for a complete list of elements of competency and performance criteria that you must demonstrate).

This Project can be completed in one of several ways. Assessment candidates may manage projects:

- Within their own work environment or organisation,
- or
- With reference to a scenario provided by the trainer/assessor
- or
- Using material provided in Flexible Learning Toolboxes or textbooks.

You must successfully complete all parts of this project. The table below shows you the assessment weightings for this unit of competency.

If you are not sure about any aspect of this assessment or would like to discuss your particular needs, please speak to your assessor.

Overview of Assessment Project

This project is made up of 4 parts:

| Part | Weighting | Due Date |
|-----------------------------------|-----------|----------|
| 1. Define project | 25% | |
| 2. Develop project plan | 35% | |
| 3. Administer and monitor project | 20% | |
| 4. Finalise and Review project | 20% | |

On the following pages you will find the various types of information. The symbols below will be used throughout this project to represent the different types of information.



A description of the task to be completed



A document or piece of additional information that will assist you complete the task



Questions that require an answer or tasks that require actions.

Part 1. Define project (25%)

Task Description

This assessment project requires you to manage a project within your organisation or on the basis of a simulation provided by your trainer. You will be required to manage the project from the beginning stages of definition of the project scope through to implementation and review of project outcomes. The total assessment project is broken into four parts. Part 1 requires you to define the project.

If you will be completing this activity in your workplace, you will need access to the following:



- Your organisation's strategic and operational business plans
- Contract or other agreements relating to the project
- Project brief
- Your organisation's template for defining project scope or
- The sample scope document included on page 5

If you will be completing this activity as a simulation, your trainer will provide you with this information.

Task 1

- Write a brief outline of the project you will be managing.
- Discuss the project outline with delegating authorities (e.g. customer, client, funding body, management team, project sponsor) to clarify any of the following project parameters where relevant:
 - Budget
 - Legislative or quality standards
 - Integration of project within the organisation
 - Resource requirements
 - Risks
 - Scope of project
 - Timelines
- Write a detailed project definition document that clearly outlines the scope of the project, the project parameters, relationship to other organisational objectives and reporting requirements. You may wish to use the sample scope document on page 5. You do not need to write a detailed project plan at this stage.

Part 1. Checklist

Before you hand in this assessment task, use the checklist below to make sure you have completed all the tasks and have included all relevant information.

- Prepared a brief outline of project
- Discussed the project with relevant authorities
- Written a detailed project description

① Additional Information

Sample Project Scope Document


| Section | Details |
|--|---|
| Scope statement | This clearly states the project goal, objectives and deliverables. If it is not specified in the scope statement then it is outside the scope of the project and is not relevant. Project tasks should only address work that is relevant to the project goal and objectives. |
| Project constraints | These are any limiting factors that prevent the project from moving in a particular path. Examples include: You have dependent tasks that impact on specific areas of the project, for example, tasks that cannot begin unless another one has started, such as the design of a system that cannot begin until the specifications have been identified. You have a deadline that cannot be changed. The implementation work for the network upgrade can only be done on the weekend, when staff are not at work. |
| Assumptions | These are aspects that the project manager builds into the scope document to allow for any uncertainties that may occur. Examples of assumptions include: Fifteen new personal computers need to be purchased for the project. All staff need yearly training in OHS. All resources for the project will be sourced from outside of the company. |
| Tasks list | You need to specify a list of tasks (and deliverables) to be achieved during the project. They are all the activities that need to take place to bring the project to completion. The deliverables include all the documentation, reports, contracts and products that need to be produced and signed-off by those in authority. |
| Estimates (cost, time and human resources) | You need to make initial estimates in relation to cost, time and human resource requirements. These identify the boundaries of the project to enable you, the project manager, to expand into the more detailed estimates that are needed to develop the full project plan. |
| Contract statement | This will include the names of those authorised to initiate contract work, sign contracts and completion acceptances. It also includes any contractual limitations and penalty statements for possible contract variations. (Variations and penalties apply equally to the client and providers.) |

Scope document sourced from Up Front! Toolbox: Get ready to manage a project—Content guide © ANTA 2004

Part 2. Develop project plan (35%)

Task Description

Building on your project definition from part 1, you are now required to develop a project plan, a risk management plan and identify appropriate tools to assist you manage the project.

-  The templates listed below are available on page 8 to assist you with these tasks
- Risk quantification matrix
 - Sample risk response plan

Task 1

- a) Select a range of project management tools to assist you manage your project. Describe the tools and explain why you have chosen those tools.
- b) Using your selected project management tools, define and sequence the key project activities.
- c) Prepare a budget for the project. Include costs associated with:
 - labour
 - materials
 - direct costs (e.g. transport, travel, contracted services)
 - indirect costs (e.g. depreciation)
- d) Prepare a risk management plan for the project. You may wish to use the risk quantification matrix and sample risk response plan on page 8 to assist you.

Task 2

- a) Consult with relevant team members and incorporate their ideas into the project documentation. (If completing this activity in the classroom, your classmates could represent project team members)
- b) Discuss project budget and gain approval from relevant authorities. (If completing this activity in the classroom, your trainer could represent the management team)

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 Task 3

- a) Include all information you have gathered from Task 1 and 2 above in a comprehensive project plan. You may use the project plan format used by your organisation, or a format given to you by your trainer or include the relevant sections from the list below:
- Executive summary
 - Project objectives and deliverables
 - Project milestones
 - Project assumptions
 - Project risks
 - Task breakdown structure
 - Resources (e.g. human resources, equipment, materials, budget)

Part 2. Checklist

Before you hand in these assessment tasks, use the checklist below to make sure you have completed all the tasks and have included all relevant information.

- Documented the project management tools to be used in management of this project
- Defined and sequenced the key project activities
- Prepared a project budget
- Prepared a risk management plan
- Consulted with team members
- Gained budget approval
- Written a comprehensive project plan

① Additional Information

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Part 3. Administer and monitor project (20%)

Task Description

This series of tasks requires you to set up processes for supporting the project and ensuring that it stays on track.

If you will be completing this activity in your workplace, you will need access to the following:



- Project reporting templates

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 Task 1

 Task 2

 Task 3

Intentionally blank

Part 3. Checklist

Before you hand in these assessment tasks, use the checklist below to make sure you have completed all the tasks and have included all relevant information.

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Part 4. Finalise and Review project (20%)

Task Description

Task 1

Intentionally blank

Part 4. Checklist

Before you hand in these assessment tasks, use the checklist below to make sure you have completed all the tasks and have included all relevant information.

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