 **BSBPMG430 - Undertake Project Work**





**Assessment**

|  |  |
| --- | --- |
| STUDENT NAME: |  |

Unit Information

Application

This unit describes the skills and knowledge required to undertake a straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers. For specialist project managers, the other units of competency in the project management field (BSBPMG) will be applicable.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Link to training.gov.au: [https://training.gov.au/Training/Details/BSBPMG430](https://training.gov.au/Training/Details/BSBPMG522)

Instructions to Assessors

As the Assessor for this unit, you have the responsibility to ensure the following:

* Provide support and assistance to the student throughout all stages of their course
* Provide feedback to the student throughout their course, and upon submission of their assignments; this feedback needs to be detailed to inform the student of their progress towards completing, or their completion of unit requirements
* Gather quality evidence which will assist you in making an informed assessment decision
* Undertake the assessment by ensuring that the ‘Rules of Evidence’ are met, namely, valid, current, sufficient and authentic.
* Collect and assess evidence in line with the ‘Principles of Assessment’, namely, valid, reliable, flexible and fair.
* Ensure that you observed the principles of reasonable adjustment where appropriate
* Ensure that all the assessment documentation is completed correctly and thoroughly
* Provide an assessment decision to the student, and ensure that it is recorded appropriate on the documentation

A separate Trainer/Assessor guide has been created. Please refer to this for further information and guidance on conducting assessments against this unit.

Instructions to Students

|  |  |
| --- | --- |
| **Unit** | BSBPMG430 - Undertake Project Work You can access the requirements for this unit by using the following link:[https://training.gov.au/Training/Details/BSBPMG430](https://training.gov.au/Training/Details/BSBPMG522)  |
| **Assessment Methods** | In this assessment, you will find the following tasks:* Short Answer Questions
* Project Tasks
* Supervisor’s Declaration

You are required to satisfactory complete all tasks to be deemed competent in this unit.  |
| **Time Frame** | There is no specific time limit to submit your assessment tasks. You are however required to submit all work and be deemed competent within your course enrolment period which is usually 12 months. Please refer to the course schedule document for suggested time frames for the completion of each unit. Please refer to your Dashboard for your course enrolment expiry date.  |
| **Resources**  | To complete this unit the following resources are provided to you:* BSBPMG430 – Learner Guide through Aspire Resources (refer to Instruction sheet to access these resources)
* Allocated a Trainer/Assessor
 |
| **Submission** | Once you have completed all the Short Answer Questions and Projects, please send them in to your Assessor for marking. For larger files, we suggest that you use compressed zip files. Where multiple documents are present please ensure that they are clearly labelled and referenced. You will receive notification once your assessor has received your submission. If you do not hear from us within one business day of submitting your assignment, please contact your Trainer.  |
| **Feedback** | Upon your assessment being received by your Assessor, you can expect to receive formal feedback with 5 business days. If you do not hear from your Assessor within 5 business days, you are encouraged to contact us. You can expect to receive in depth feedback about your assessment tasks. You will be advised if you have obtained competency in the unit, or whether further work is required at which time you will be provided with guidance and an opportunity to resubmit your assessment.  |
| **Student Rights** | Please refer to the Student Handbook which outlines your rights as a student and which include your opportunity to appeal assessment decisions and reasonable adjustment processes. |
| **Support**  | At any time during your course, your trainer is available to discuss the content, and the assessment requirements with you.  |
| **Additional Resources for this Unit** | * Project in a box software can be downloaded here:

<http://www.projectinabox.org.uk/>* Prince II or similar s located here: [http://prince2.wiki/PRINCE2\_s](http://prince2.wiki/PRINCE2_Templates)
* Overview of Prince II process is here: [[Link](https://en.wikipedia.org/wiki/PRINCE2#/media/File:PRINCE2_(Edition_2009)_Process_Model.png)]
 |

STUDENT DECLARATION

|  |  |
| --- | --- |
| Candidate Name: |  |
| Address: |  |
| Contact Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| Assessment Task: | BSBPMG430- Undertake Project Work |
| Declaration: | I declare that:* I have understood the requirements of the Assessment Task, and felt ready to undertake the assessment prior to completing them
* I have read and understood my rights as a Student as set out in the Student Handbook
* All information in this document and attached is true and correct and is all my own work
* No part of this assignment has been completed for me by another person, or been plagiarised in any form
 |
| Signature: |  |
| Date: |  |

ASSESSOR SIGNOFF PAGE

|  |  |
| --- | --- |
| Student Name |  |
| Unit Title | BSBPMG430 – Undertake Project Work |
| Evidence Requirement | **Meets Requirements** | **Date** | Comments |
| Yes (√) | No (x) |
| 1. Define project
 |  |  |  |  |
| 1. Develop project plan
 |  |  |  |  |
| 1. Administer and monitor project
 |  |  |  |  |
| 1. Finalise project
 |  |  |  |  |
| 1. Review project
 |  |  |  |  |
| Short Answer Questions |  |  |  |  |
| Project Tasks |  |  |  |  |
| Supervisor’s Declaration |  |  |  |  |
| Rules of Evidence compliance – The assessor is to confirm by checking the following items |
| Attempts | **One** |  |  |  |  |
| **Two**  |  |  |  |  |
| **Three** |  |  |  |  |
| Final Decision at the time of assessment. (Please tick yes or no) |  |  |  |  |
| Assessor’s Name |  | Date |
| Signature |  |  |
| Feedback:  |

Short Answer Questions

|  |
| --- |
| ***There is no specific length for short answer questions. Most questions can be answered in one or two paragraphs, and/or 5 dot points which are explained. This is a guide only, and the question can be used to gauge the length required. If you have questions please contact your Assessor.*** |
| 1. When defining the nature and focus of a project, there is often a number of sources of information that should be referred to. These sources will aid in identifying the project scope. Describe to your Assessor what documentation or sources of information would be helpful in planning a project?
 |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. What is meant by the term ‘Project Scope’ and how can this be accessed?
 |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Each organisation has their own specific set of policies and procedures that supports how they are going to run their business and undertake relevant work practices. In relation to project work, some of the key areas are listed below. You are required to briefly summarise how you deal with the following in your organisation as they relate to project work. You should mention any relevant policies and procedures in your description.
* Lines of authority and approvals
* Quality assurance
* Human resources
* Budgets and finance
* Recordkeeping
* Reporting
 |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. There are a large number of project management tools that are available to organisations to assist in planning, developing and monitoring their project plan and related activities. Conduct some research and identify three project management tools. For each tool, discuss how the tool can be used in the planning, developing, reviewing, or monitoring of the project.
 |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Risk Management is a crucial part to any project plan as it ensures the safety of all those involved, both from physical injuries and other areas of risk (such as financial risks, reputational risks etc). You are required to explain to your assessor how you would go about undertaking risk management activities (identifying and monitoring) during a project.
 |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Project teams are often created in the workplace from available staff within one or more units within the workplace. They are generally brought together as they have an interest or specific set of skills to plan and implement a project. However, when the project is over, the origination must ensure that they have measures in place to allow staff members to go back to their previous role. The smoother this occurs, the less stress on the individual and minimal disruption to the organisation.

Discuss three ways of how you could ensure that this transition occurs as smoothly as possible.  |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |

|  |
| --- |
|  |
| **Overall performance** | [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Trainer:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Comments** |

Project Questions

|  |
| --- |
| 1. Thinking about your workplace or any workplace environment, discuss a project that you can plan and conduct that would be beneficial to the given workplace. If you are unsure of a project idea, please contact your Trainer who will assist you
 |
| **Suggested length: 2-3 sentences** | **Resources: N/A** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Before you can develop a project plan, you must first understand what the limitations and constraints are of the project, and the area that you will be implementing it in. Consider this in relation to your workplace, and then explain to your Assessor what the scope of your project will be.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Your workplace will already have a series of missions, goals and objectives which is current through your businesses ongoing operations and relates to its work practices. When developing a project plan it is always important that you consider these, and see how your project fits within the wider framework of your business. Consider this thought, and explain to your Assessor the relationship between your project idea and the missions, goals, objectives and operations of your organisation.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Another important step before developing a project plan, is to consider who is to be involved in the project, or who may be affected by the project. Consider your project idea, and make a list of the relevant stakeholders. Then document the role that each stakeholder will play in the project.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Every organisation has a chain of command, or management structure that must be adhered to. Consider your organisation and identify what you need to do in your organisation to seek clarification from delegating authority of the issues related to the project? Provide an example of when this may occur.
 |
| **Suggested length: 1 paragraph** | **Resources:** **BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. During a project, a stakeholder will be responsible for reporting on the project and to provide other stakeholders, or persons with interest in the project of the progress and whether the project is achieving its outcomes. Imagine you are the person who is assigned this role, describe how you would undertake this role to ensure all requirements are met.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Similarly, to organisations mission, goal and objectives addressed above, it is important to identify if there are any other projects running in the workplace. You should see what these projects are, or determine whether there will be any adverse impact of implementing your project. You should undertake this review, and explain to your assessor the relationship between your project to any other projects that are present in the organisation.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Projects are often not effective without the support of good resources and through the use of project management tools. Both of these assist in the planning, developing and monitoring of a project plan. Consider your project idea, and make a list of the resources that you will need to undertake the project. Also, consider what project management tools may be of assistance to you, and explain them to your Assessor.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Until now you have considered several planning steps, and considerations that should be made before you can create a project plan. Further, you have outlined the scope of your project which drives the direction of your project plan. Using the information, you have determined in the above Assessment Tasks, develop a project plan against your determined scope (you may find the Prince II resources located under the student instructions will be of assistance with helpful templates to use). You may use the template provided, or you may wish to format it yourself. Your project plan should contain the following areas:
* WHS Plan
* Legislative and Regulatory context of the organisation
* Budget
* Implement and monitor plans for managing project finances, resources and quality
* Establish and maintain required recordkeeping systems throughout the project
* Deliverables
* Work breakdown
* Allocation of resources
* Timelines
* Risk management
* Recordkeeping and reporting
* Legislation requirements
* Approval from relevant stakeholders
 |
| **Suggested length: Completed template provided** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Outline the risks and develop a risk management plan for the project, including WHS.
 |
| **Suggested length:**  | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Before commencing a project, it is important that you gain approvals from the relevant authority, or management team. In gaining such approvals, the authority or management team will review your project plan to see what the project is, how it will be ran along with financial arrangements etc. You are required to gain the approval of the authorised authority or management team, and provide evidence to your Assessor.
 |
| **Suggested length: Various – example could include screenshot of emails, or signed off requests** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Now that you have developed a project plan, and gained the required approvals, you are required to implement the project plan into your workplace. Provide evidence to your Assessor of how you implemented the project plan. You are then required to explain to your Assessor how you communicated to your staff in the implementation processes, and how you ensure they were clear on their responsibilities and project requirements.
 |
| **Suggested length: 1-2 paragraphs** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. During the project implementation, it is important that you monitor all aspects of the project including but not limited to finances, resources and the quality of the work practices. Describe the techniques and tools you used to monitor your project throughout to ensure the project outcomes were being met. Provide an example of having used such a tool to monitor finances.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Throughout a project, stakeholders want to be kept informed about where the project is up to. To do this, one of the more common forms to keep stakeholders updated is the completion of progress reports. Provide your assessor with two progress reports for two different stages in the projects.
 |
| **Suggested length: 2 x Progress Reports** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Finances are a crucial part to any project, as without finances then the project cannot run, and it is often an area looked upon very closely by relevant stakeholders. Provide an example to your Assessor of a time during the project that you completed financial recording. You are then required to explain how you checked the documentation according to agreed budget for accuracy.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. One of the steps to finalising a project is to ensure that all project documentation is completed, along with making sure that any documents requiring sign-offs have been completed. To demonstrate your capacity in this area, provide your Assessor with evidence of the completed project documentation for your project including any necessary sign-offs.
 |
| **Suggested length: Various – completed forms with original signatures** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Projects cannot be effective if it is not supported by communication with stakeholders. Communication should occur throughout all stages of the project. Describe how you communicated and consulted with relevant stakeholders during the planning, implementing and review of the project? Provide some examples in your response.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. As a good project manager, you should ensure that you offer appropriate support to your team members to get the most out of them. Describe to your Assessor what support you provided to your team throughout the project to assist them in meeting the project deliverables? Provide an example in your response.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. At the end of the project, the Project Manager is often responsible for preparing a project report which addresses the overall focus of the project, and the successes of the project. The project report will ultimately answer the following question – was the project successful in meeting its intended purpose, and was the project achieved in line with the expected resources? Provide a short project report outlining the success of the project and whether the project deliverables were met.
 |
| **Suggested length: 250 words** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |
| 1. Self-reflection is a good professional development practice. Thinking about the experiences you have had in this unit, and planning and implementing a project, outline to your Assessor what lessons you have learnt from this project? Document feedback and suggested improvements as a part of reflecting.
 |
| **Suggested length: 1 paragraph** | **Resources: BSBPMG430 Aspire Learning Guide** |
| Your Answer: |
| [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Assessor Feedback:** |

|  |
| --- |
|  |
| **Overall performance** | [ ]  **Satisfactory** [ ]  **Not Yet Satisfactory**  | **Trainer:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Comments** |

|  |
| --- |
| **STUDENT FEEDBACK (Student to Complete)** |
| Did you understand the study requirements before undertaking this assessment? | YES or NO |
| Were the assessment questions easy to understand? | YES or NO |
| Did you know where you could get help if you needed any during this unit? | YES or NO |
| Did the learning resources provided help you to complete this unit? | YES or NO |
| Did you have enough time to complete this assessment? | YES or NO |
| Did you feel that you developed skills after undertaking this assessment? | YES or NO |
| Any other comments? |