



BSBPMG430

# Undertake project work

## Assessment 1 of 5

### Short Answer Question



## Assessment Instructions

### Task overview

This assessment task is divided into five (5) short answer questions. Read each question carefully before typing your response in the space provided.

### Additional resources and supporting documents

To complete this assessment, you will need:

- Learning Material



## Assessment Information

### Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.



### Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment (e.g. allowing additional time)
- the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

## Question 1

Choose four (4) project management tools and provide three (3) characteristics for each one of them in the table below.

To answer this question, it is recommended to use the following website:

[Top 10 Project Management Software and Tools of 2022](#)

**Assessor instructions:** Students must fill out the table below following the instructions provided.

Students' answers must come from the table below.

Project Management Tool	Characteristics
Monday.com	<ul style="list-style-type: none"><li>• Modern, user-friendly interface</li><li>• Know where projects stand at a glance</li><li>• Open Zoom conference calls from any dashboard</li><li>• Free 14-day trial, no commitment</li></ul>
Smartsheet	<ul style="list-style-type: none"><li>• Scalable project plans</li><li>• Advanced task tracking features</li><li>• Free 30-day trial</li></ul>
ClickUp	<ul style="list-style-type: none"><li>• Collaborate with real-time chat features</li><li>• Automatic import from other productivity apps</li><li>• Track progress and goals</li></ul>
Wrike	<ul style="list-style-type: none"><li>• Advanced project management features</li><li>• Automated workflows</li><li>• Free 14-day trial</li></ul>
Oracle NETSUITE	<ul style="list-style-type: none"><li>• Gantt charts for complete project visibility</li><li>• Create &amp; monitor project budgets</li><li>• Free consultation</li></ul>
RingCentral	<ul style="list-style-type: none"><li>• Free video meetings + built-in team messaging</li><li>• Mobile app for Android and iOS devices</li><li>• Real-time file sharing</li></ul>
FreshBooks	<ul style="list-style-type: none"><li>• Quickly see project status overviews</li><li>• Time tracking features with daily breakdowns</li></ul>

- Free 30-day trial

## Question 2

List and describe six (6) types of documents and/or other sources of information commonly used in defining the parameters of a project in the table below.

To answer this question, it is recommended to use the information provided in your learning material.

**Assessor instructions:** Students must fill out the table below following the instructions provided.

A sample answer is provided below. Students' responses should come from the table below.

Type of document/Source of information	Explanation
Project Initiation Document (PID) [Approx. word count: 80 – 100 words]	<p>The PID is designed and completed by the project team responsible for collecting and collating the relevant documents pertaining to the proposed project, and which contain key data and information. A well-designed PID can be considered a contract between the project team and the stakeholders. It explains all aspects of project objectives and is designed to keep all parties involved aware of exactly what is required.</p> <p>The PID may include the following information:</p> <ul style="list-style-type: none"> <li>• Project aim and definitions</li> <li>• Sources of funding</li> <li>• Clarity of roles and responsibilities</li> <li>• Possible stumbling blocks in the project</li> </ul>
Scope Statement [Approx. word count: 30 – 40 words]	<p>It explains the intent of the project, its objectives and clarification of budget and timelines plus subsequent evidence of signoff by personnel such as senior managers who have delegation authority.</p>
Project Proposal [Approx. word count: 50 – 60 words]	<p>It is the first formal document of the project. It must be well-presented, organised and describe what you plan to achieve (and how you will achieve it) throughout your project.</p> <p>Your project proposal should identify and describe high-level requirements including:</p> <ul style="list-style-type: none"> <li>• Background (rationale and idea)</li> <li>• Goals and objectives</li> <li>• Time estimates</li> <li>• Deliverables</li> <li>• Risk management</li> <li>• Costs</li> <li>• Benefits.</li> </ul>
Project Schedule [Approx. word count: 40 – 60 words]	<p>It is a live document, regularly subject to alteration depending on instances of change in budgets or timelines. It contains details of the</p>

	tasks and aims, the human, financial and physical resources required, and detailed timelines for every task and for the project in its entirety.
Scope of Work (SOW) [Approx. word count: 90 – 100 words]	It is a formal document that specifies the criteria of the contract between the service provider and the customer. It defines what you can expect to get from the contract and is typically broken down into specific tasks with their accompanying deadlines. An SOW provides you with a clear picture of the complete project requirements and ensures both parties are on the same page. This means that you can avoid any ambiguities and situations leading to dispute. An SOW describes elements such as: <ul style="list-style-type: none"> <li>• Work activities</li> <li>• Deliverables</li> <li>• Pricing</li> <li>• Quality requirements</li> <li>• Timelines</li> <li>• Conditions Milestones.</li> </ul>
Risk Management Plan [Approx. word count: 60 – 70 words]	A risk management plan is made up of the following components: <ul style="list-style-type: none"> <li>• Project Background</li> <li>• Methodology</li> <li>• Roles and responsibilities</li> <li>• Timing</li> <li>• Risk categories and definitions</li> <li>• Risk attitude, appetite, and tolerance</li> <li>• Reporting formats</li> </ul> Risk management plans help minimise the impacts of risk and include information gathered from other project management documents such as budgets, schedule activities, risk categories, the probability and impact matrix, and stakeholders' risk tolerances.

### Question 3

Provide a definition for each term in the table below.

To answer this question, it is recommended to use the information provided in your learning material.

[Approximate word count: 80 – 100 words]

**Assessor instructions:** Students must fill out the table below following the instructions provided. Students' words will vary but their answers need to reflect the content provided in the sample answer below.

A sample answer is provided below.

Term	Definition
Mission of an organisation	The mission describes the purpose of the organisation and defines what it does for its customers, how and why.
Goals of an organisation	Goals are the results the organisation wants to achieve.
Objectives of an organisation	Objectives are the steps the organisation needs to take to achieve its goals.
Operations of an organisation	The operations of an organisation include: <ul style="list-style-type: none"> <li>• The products or services the organisation sells</li> </ul>

	<ul style="list-style-type: none"> <li>• The way the product or service is produced</li> <li>• The channels it uses to distribute the service or the product to its customers</li> <li>• The digital technology it uses</li> <li>• The information management system it has in place</li> <li>• The organisation's assets, premises, stock and inventory and equipment</li> <li>• The intellectual property that has been registered or needs to be protected</li> </ul>
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#### Question 4

List five (5) relevant legislation and regulations, including work health and safety (WHS) requirements, for project planning and hyperlink them to the respective page.

Hyperlinks to acts should end up on the Australian Government Federal Register of Legislation page.

To answer this question, it is recommended to use the information provided in your learning material.

**Assessor instructions:** Students must fill out the table below following the instructions provided.

A sample answer is provided below. Students' responses should come from the table below.

Relevant legislation/regulations for project planning
1. <a href="#">Work Health and Safety Act 2011 [legislation.gov.au]</a>
2. <a href="#">Law and regulation   Safe Work Australia</a>
3. <a href="#">Independent Contractors Act 2006</a>
4. <a href="#">Environment Protection and Biodiversity Conservation Act 1999 [legislation.gov.au]</a>
5. <a href="#">Privacy Act 1988</a>
6. <a href="#">Fair Work Act 2009 [legislation.gov.au]</a>
7. <a href="#">Fair Work Regulations 2009</a>
8. <a href="#">Sex Discrimination and Fair Work (Respect at Work) Amendment Act 2021</a>
9. <a href="#">Competition and Consumer Act 2010 [legislation.gov.au]</a>
10. <a href="#">Home   Foreign Investment Review Board [firb.gov.au]</a>
11. <a href="#">Industry codes   ACCC</a>
12. <a href="#">About mandatory standards   Product Safety Australia</a>

#### Question 5

Explain the components of the project management process provided in the table below.

To answer this question, it is recommended to use the information provided in your learning material.

**Assessor instructions:** Students must fill out the table below following the instructions provided and using the information provided in their learning material. Students' words will vary but their answers need to reflect the content provided in the sample answer below.

A sample answer is provided below.

Project Management Process Components	Explanation
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<p>Lines of authority and approvals [Approximate word count: 40 – 50 words]</p>	<p>Appropriate authorities who make these decisions are usually those with the ultimate power of an organisation or department within it, including the capability and permission to make major financial decisions, plus to allocate human and physical resources.</p> <p>These authorities can include:</p> <ul style="list-style-type: none"> <li>• Clients</li> <li>• Business Owners</li> <li>• Investors and executives</li> </ul>
<p>Quality assurance [Provide all eleven (11) points that need to be included in the quality assurance checklist] [Approximate word count: 200 – 220 words]</p>	<p>It is useful to have a checklist for quality assurance purposes that can be ticked off. A checklist for finishing or completing project activities includes:</p> <ul style="list-style-type: none"> <li>▪ Crosschecking activities in project plan to ensure contracts, purchase orders and other commitments have been completed</li> <li>▪ Checking payments have been made to suppliers, offenders or contractors and appropriately charged to the project accounts</li> <li>▪ Project resources including materials and equipment have been reassigned or sold all legal or compliance obligations have been met including induction or training</li> <li>▪ Project has been evaluated against project objectives and deliverables and performance criteria such as scope time and cost</li> <li>▪ Project has been evaluated including a review of processes and methods to achieve the project outcomes</li> <li>▪ Project learning is and knowledge have been captured to share with new or ongoing projects</li> <li>▪ Authorisation and procedures being completed including relevant certification</li> <li>▪ Audits or inspections of being completed depending on to the type of project</li> <li>▪ Various communications between stakeholders and project partners on impending closeout and distribution final reports including sign of</li> <li>▪ Winding down or closing of the project team including celebrations and recognition of project team efforts performance review of project management project team and areas of performance improvement</li> <li>▪ Project plans and key documents including lessons learned preserved in knowledge management or document management system</li> </ul>
<p>Human resources (project teams) [Approximate word count: 40 – 50 words]</p>	<p>The roles and efforts of project teams can never be understated. By and large, the project's success or</p>

	<p>failure is determined by the quality and capabilities of its team members. How teams are formed and managed therefore has a strong bearing on project performance.</p>
<p>Budgets and finance [Approximate word count: 70 – 90 words]</p>	<p>The development of a budget involves forecasting and preparing for risks that can affect the project. A finance officer estimates the potential factors that could impact a project and adopts a budget that enables the successful completion of the project. Dynamic Tools are online software programs that collate information to forecast risk using statistical data and spreadsheets. Consultation with a finance officer and application of budgeting software allows strategic planning and modelling of the project to forecast and budget for project costs</p>
<p>Risk management [Approximate word count: 60 – 70 words]</p>	<p>Effective risk management enables project teams to fix problems before they eventuate. Although technical challenges are a primary concern, risk management must consider all internal and external sources of expense, scheduling and technical risk. Early risk identification is critical because it can be quicker, less expensive and less disruptive to adjust and correct work efforts during the earlier phases of the project rather than later.</p>
<p>Recordkeeping [Approximate word count: 90 – 100 words]</p>	<p>Recordkeeping systems play an integral role in ensuring project stakeholders have access to up-to-date information and the status of project progress is visible. Sometimes, there are deficiencies in project management when proper recordkeeping procedures have not been followed. The consequences of poor recordkeeping can impact your organisation if a third party is involved such as a contract organisation. If there have been concerns about the performance of the party and there is no evidence, then your organisation may find it difficult to enforce a penalty clause or take action to remedy a project problem.</p>
<p>Reporting [Approximate word count: 120 –130 words]</p>	<p>Given we need to ensure the project has been completed, finalising the project requires preparation and delivery of a range of project completion reports. A project closure report is for stakeholders including senior management through to project participants, technical staff, etc. Project reports can include comprehensive data and information including spreadsheets, graphs and charts to show variations in costs and other information. For example, a financial report would detail a clear statement of costs associated with the project including costing trends.</p>



	<p>Reports need to summarise the project details including all aspects of the project process, how the project was managed and lessons learned. Reports can also include any outstanding issues or matters that need to be resolved to effectively close off the project.</p>
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**Assessment checklist:**

Students must have completed all questions within this assessment before submitting. This includes:

1	Five [5] short answer questions to be completed in the spaces provided.	<input type="checkbox"/>
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**Congratulations you have reached the end of Assessment 1!**

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