



BSBPMG430

Undertake project work

Assessment 4 of 5

Project



Assessment Instructions

Task overview

This assessment task is divided into seven (7) activities. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Draft Project Plan_V1



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.

Case Study

It is now two weeks into the project and you have received the following email from Lionel Boyle:

Dear Jackie,

I have a couple of things I need to discuss. I know I said that I could organise staff volunteers for the event, but I am struggling. I know we were looking at getting 20 volunteers to help out, but I only have five confirmed at the moment. I had hoped to get this all confirmed by the end of the week. Is it possible that the timeframe for this task be changed? I could get this sorted by September 7 at the latest.

Also, do you have any ideas as to how I could get more staff to volunteer? Or what we can do if I can't secure staff volunteers?

The other issue is that I received a call from Sarah, the Marketing Assistant at Dream Makers this morning. She says they are no longer able to donate a \$2,000 accommodation package to the Gold Coast to support your raffle. She is really sorry, but she couldn't get management approval. I'm not sure what we can do as this was one of the big prizes.

Kind Regards,

Lionel

Activity 1

Provide support to Lionel by writing an email response using the email template below. Your email must include:

- responses to her questions
- explanation of the changes you will make to the project plan
- language that is supportive, professional and grammatically correct.

[Approx. word count: 50 – 60 words]

Assessor instructions: Students must write an email to Lionel Boyle using the email template provided.

A sample answer is provided below.



| | |
|--------------|--------------------------------------|
| To: | Lionel Boyle, Marketing Manager |
| From: | Jackie Spade, Administration Manager |
| CC: | |
| Date/time: | DD.MM.YY, @10:15 PM |
| Subject: | <i>Project Timelines Response</i> |
| Attachments: | |

Dear Lionel,


The email must have:

- *responses to questions (yes, the timeframe can be changed, plus ideas to gain more volunteers. ideas can be at the student's discretion)*
- *acknowledgement of loss of donation and possible suggestions or reaching out to the project team for ideas*
- *information on any changes they will make (update the work breakdown structure in the project plan)*
- *language that is supportive, professional and grammatically correct.*

Regards,

Jackie Spade

Administration Manager

| | |
|---|--|
|  | 1 King Street, Sydney, NSW 2000 Phone: 02 987 654 |
|---|--|

Activity 2

Access and update the *ProjectPlanApproved_V1* by making the following changes:

- Update the work breakdown structure and timelines in accordance with the changes
- Update the revenue section of your budget to reflect changes, ensuring that you check your inputs for accuracy.
- Update the risk register to ensure project outcomes are met.
- Update the 'Document Version Control History' section of the plan outlining the sections you changed and what you changed. The date must reflect August 15.
- Save your project plan as *UpdatedProjectPlan_V1* with version control.

Assessor instructions: Students must update the sections of the plan as per the instructions provided in the activity. More specifically the following updates need to be made:

- Work breakdown structure and timeline, changing the August 15th timeframe for acquiring staff volunteers to the 7th of September.
- The risk register to include an appropriate risk rating [medium to high] for acquiring staff volunteers
- Risk register to include an appropriate risk rating [medium to high] for acquiring revenue/donations
- the revenue section of the budget removing the \$2000 donation from Dream makers.
- The 'Document Version Control History' section of the plan outlining the changes made to the budget and risk register dated the 29th of August

Activity 3

Develop a project progress report using the information provided in the case study and the template below.

Assessor instructions: Students must develop a project progress report using the template provided based on the information in the case study. Their progress report needs to reflect:

- The budgeted revenue is down \$2000
- WBS for acquiring volunteers pushed out until the 7th of September
- Risk of not getting enough donated prizes

A sample answer is provided below.

| PROJECT PROGRESS REPORT | | |
|-------------------------------|---|---------------|
| Project Title: | <i>Beyond Blue charity dinner dance</i> | |
| Administration Manager: | <i>Jackie Spade</i> | |
| Studio Manager: | <i>John Lewis</i> | |
| Project Team Members: | <i>Lionel Boyle, Lena Brown, Leah Farrell</i> | |
| Today's date: | <i>dd.mm.yy</i> | |
| Week in the project: | <i>Week 4</i> | |
| Progress | | |
| Budget | Update and Overview | On track? Y/N |
| Expenses | | |
| Revenue (including donations) | <i>Budgeted revenue down \$2000</i> | |
| Deliverables | Update and Overview | On track? Y/N |
| Timelines | <i>The work breakdown structure for acquiring volunteers pushed out until September 7th</i> | |
| Activities | | |
| Risk management | Update and Overview | On track? Y/N |
| Risk register | <i>Risk of not getting enough donated prizes</i> | |

Activity 4

Send a project update to the project team by writing an email using the email template. Your email must include:

- the progress report file name in the attachment section of the email
- an overview of how the project is tracking
- an explanation that a donation has not gone ahead and a request for ideas on how to best obtain more donated prizes
- language that is supportive, professional and grammatically correct.

[Approx. word count: 40 – 60 words]

Assessor instructions: Students must write an email to the project team using the email template provided.

A sample answer is provided below.



| | |
|--------------|--|
| To: | John Lewis, Studio Manager Lionel Boyle, Marketing Manager Lena Brown, Marketing Specialist Leah Farrell, Marketing Specialist Beatrice Opal, Receptionist |
| From: | Jackie Spade, Administration Manager |
| CC: | |
| Date/time: | DD.MM.YY, @ 10:15 a.m. |
| Subject: | <i>Project Progress Report Week 4</i> |
| Attachments: | <i>Project Progress Report attachment</i> |

Dear *Beyond Blue charity dinner dance project team*,

The email must have:

- *the progress report file name in the attachment section of the email*
- *an overview of how the project is tracking [budget revenue down \$2000, risk of not getting enough donations plus other information that reflects the students' project plan]*
- *an explanation that a donation has not gone ahead and a request for ideas on how to best obtain more donated prizes*
- *language that is supportive, professional and grammatically correct.*

Regards,

Jackie Spade

Administration Manager



1 King Street, Sydney, NSW 2000

Phone: 02 987 654

Case study

It is now 13 September. You have arrived at work and have received the email below from John Lewis:

Dear Jackie,

I have some great news, I have confirmed and finalised the donated prizes for the auction:

| Prize details | Company who donated | Value |
|--|-------------------------|-----------------|
| 7 nights in Vietnam, Flights + Accommodation | Holiday Plus | \$5,000 |
| Movie tickets, X2 Gold Class | Movie Magic | \$100 |
| His and Hers fishing rod set | Fred's Fishing company | \$150 |
| \$1000 Gift voucher to spend in store | JJ's homewares | \$1,000 |
| Local custom artwork | Robyn Beeston Art | \$4,000 |
| 10 Personal Training Sessions | Pete's PT | \$1,000 |
| Golf lessons | Geri's golf world | \$2,000 |
| Meal for 2 | Sally's Restaurant | \$300 |
| 20-Day European Tour, Flights + Accommm | Adams Adventure Company | \$15,000 |
| | Total | \$28,550 |

This is an excellent result! Also, we now have 15 confirmed volunteers which will be sufficient, so that is also now complete. Can you please share this great news with the team when you send the progress report later today?

Kind Regards,

John Lewis

Studio Manager

Activity 5

You will need to access and update the *UpdatedProjectPlan_V1* by making the following changes:

- Update the revenue section of your budget to reflect changes, ensuring that you check your inputs for accuracy
- Update the risk register to ensure project outcomes are met
- Update the 'Document Version Control History' section of the plan outlining the sections you changed and what you changed. The date must reflect September 15.
- Save your project plan as *UpdatedProjectPlan_V2*.

Assessor instructions: Students must update the sections of the plan as per the instructions provided in the activity. More specifically the following updates need to be made:

- the revenue section of the budget is updated, ensuring all prize donations to the total value of \$28,550
- the risk register has been updated to include an appropriate risk rating (low) for acquiring volunteers
- the 'Document Version Control History' section of the plan has been updated with the changes made to the budget and risk register dated the 15th of September

Activity 6

You will need to develop a new project progress report based on the new information you received using the template below.

Assessor instructions: Students must develop a project progress report using the template provided based on the information in the case study. Their progress report needs to reflect:

- Budgeted revenue \$28,550 and above
- Collecting donations activity is complete
- Fifteen staff volunteers confirmed

A sample answer is provided below.

| PROJECT PROGRESS REPORT | | |
|-------------------------------|--|---------------|
| Project Title: | <i>Beyond Blue charity dinner dance</i> | |
| Administration Manager: | <i>Jackie Spade</i> | |
| Studio Manager: | <i>John Lewis</i> | |
| Project Team Members: | <i>Lionel Boyle, Lena Brown, Leah Farrell</i> | |
| Today's date: | <i>dd.mm.yy</i> | |
| Week in the project: | <i>Week 6</i> | |
| Progress | | |
| Budget | Update and Overview | On track? Y/N |
| Expenses | | |
| Revenue (including donations) | <i>Budgeted revenue of \$28,550 and above</i> | |
| Deliverables | Update and Overview | On track? Y/N |
| Timelines | <i>Staff volunteers now have 15 confirmed</i> | |
| Activities | <i>Collecting donations activity is complete</i> | |
| Risk management | Update and Overview | On track? Y/N |
| Risk register | | |

Activity 7

Send a project update to the team by writing an email using the email template. Your email must include:

- the progress report file name in the attachment section of the email
- an overview of how the project is tracking
- a request to confirm that everyone is still on track with their responsibilities
- language that is supportive, professional and grammatically correct.

[Approx. word count: 50 – 60 words]

Assessor instructions: Students must write an email to the project team using the email template provided.

A sample answer is provided below.



| | |
|--------------|--|
| To: | John Lewis, Studio Manager Lionel Boyle, Marketing Manager Lena Brown, Marketing Specialist Leah Farrell, Marketing Specialist Beatrice Opal, Receptionist |
| From: | Jackie Spade, Administration Manager |
| CC: | |
| Date/time: | DD.MM.YY, @ 10:15 a.m. |
| Subject: | <i>Project Progress Report Week 6</i> |
| Attachments: | <i>Project Progress Report attachment</i> |

Dear *Beyond Blue charity dinner dance project team*,

The email must have:

- *the progress report file name in the attachment section of the email*
- *an overview of how the project is tracking [budget revenue up \$28,550 risk of not getting enough donations is reduced plus other information that reflects the student's project plan]*
- *a request to confirm that everyone is still on track with their responsibilities*
- *language that is supportive, professional and grammatically correct*

Regards,

Jackie Spade

Administration Manager



1 King Street, Sydney, NSW 2000

Phone: 02 987 654

Assessment checklist:

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

| Assessment 4 | | |
|--------------|------------|--------------------------|
| 1 | Activity 1 | <input type="checkbox"/> |
| 2 | Activity 2 | <input type="checkbox"/> |
| 3 | Activity 3 | <input type="checkbox"/> |
| 4 | Activity 4 | <input type="checkbox"/> |
| 5 | Activity 5 | |
| 6 | Activity 6 | |
| 7 | Activity 7 | |



Congratulations you have reached the end of Assessment 4!

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