



BSBPMG540

ASSESSOR GUIDE

# MANAGE PROJECT INTEGRATION

## Assessment 5 of 13

Project



## Assessment Instructions [general]

### Task overview

This unit requires you to implement and manage project integration on at least three occasions.

For each occasion, you will establish, plan, monitor and review a different project (three separate projects):

Occasion 1 is covered by:

- Assessment tasks 2, 3, 4 and 5

Occasion 2 is covered by:

- Assessment tasks 6, 7, 8 and 9

Occasion 3 is covered by:

- Assessment tasks 10, 11 and 12

### **This assessment task 5 covers project evaluation.**

Read the case study and complete each part.

### **Additional resources and supporting documents**

To complete this assessment, you will need:

- Access to a computer with internet
- Access to Microsoft word or similar
- CBSA Project Management Policy and procedure (available via the CBSA website)
- Project Charter (Developed in Assessment Task 2)
- Project Management Plan (Developed in Assessment Task 2)
- Project Status Report (Developed in Assessment Task 3)
- Change Request (Developed in Assessment Task 3)
- Project Issues Register (Developed in Assessment Task 3)
- Final Project Report (Developed in Assessment Task 4)

## 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:

- a. the processes for conducting the assessment (e.g. allowing additional time)
- b. 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.

## Task instructions [for the student]: Project evaluation report

Case study: You work as a Project Manager, Billy Walsh, for Complete Business Solutions Australia (CBSA).

### Steps

1. Prepare an e-mail to Gavin Stead, Managing Director, to seek feedback about the project implementation, management and integration. Use the e-mail template in Ass No 5 Evaluation Report Template.
2. Case study: Gavin has responded to your e-mail and provided you with feedback and instructions.



To: Billy.walsh@cbsa.com.au  
From: gavin.stead@cbsa.com.au  
Date/time: Monday 10.05 a.m.  
Subject: Small Business Conference Project  
Attachment: Project Evaluation Report.docx

Hi Billy,

I have presented your final report to the Board. While we didn't get the numbers we wanted, we are still confident that there was some benefit to the business.

The Board were very pleased that our sales team are already working on converting some of the delegates to customers and that the feedback was generally positive.

The biggest issue was the cancellation of the Cocktail Party. Delegates and board members were not pleased with this situation. The Board feels that there should have been better risk management planning around this issue and that consideration of marketing should have been addressed at the project charter stage. It is understood that this was not part of the initial scope, but there was agreement that this should have been an identified issue early in the planning stage.

I would like you to complete an evaluation report which should consider the feedback provided by the Board and make recommendations on how we can improve similar projects in the future. At this stage, we are open to trying this again next year, but it is vital that we learn from the issues from this conference to avoid similar future problems.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



### Attachment to e-mail:

- *Ass No\_5\_ Evaluation Report Template.docx (attachment)*

Read the e-mail and analyse the information about the conference outcomes. Compare this information with your Project Management Plan to evaluate the success of the project. You also need to identify improvements and make recommendations for similar projects.

Based on the information gathered, develop a **Project Evaluation Report** using the template provided. You should consider the results against the Project Management Plan.

### **Submission instructions**

Submit your assessment via the LMS.

## **Assessor instructions Task 5: Project evaluation report**

### **Purpose of task**

This part is designed to ensure that the student is able to evaluate a project.

### **Guidance to the assessor about the task**

Refer to ASSESSOR\_Ass No5\_Evaluation Report benchmark answers and instructions.

There is no submission due date for this task. Students may submit this task when they are ready.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

## Marking criteria Task 5: Project evaluation report

### Assessment submission checklist

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

Task 5: Project evaluation		
1.	E-mail to Gavin Stead seeking feedback	<input type="checkbox"/>
2.	Project evaluation report	<input type="checkbox"/>

### Assessment marking criteria

**Assessor instructions:** All sections must be completed. Refer to the template for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily [S] covered the following criteria, or the evidence is not yet satisfactory [NYS] and requires resubmission.

MARKING CRITERIA		Satisfactory [S]	Not Yet Satisfactory [NYS]
1.	The student submitted an e-mail to Gavin Stead seeking feedback about the implementation, management and project integration. All fields were completed according to the benchmark. Assessor to mark according to assessor benchmark	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.	The student submitted the Project evaluation report and completed all fields according to the benchmark. Assessor to mark according to assessor benchmark.	<input type="checkbox"/> S	<input type="checkbox"/> NYS

### Submission instructions

Submit assessment via the LMS.

Congratulations, you have reached the end of Assessment 5!



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