

Assessment task 5: Project Evaluation

To: gavin.stead@cbsa.com.au
From: Billy Walsh (Billy.walsh@cbsa.com.au)
Date/time: *Date/time*
Subject: *Feedback*
Attachment:

Student's words will vary but their response must ask for feedback about the project implementation, management and integration.

Dear Gavin,

[insert email body 50 to 60 words]

I am writing to seek feedback about the Conference Project. This feedback will help CBSA to review and improve its processes for future projects. Personally, it will help me to identify any areas of improvement. Please provide me feedback about the project implementation, management and integration.

Please identify what you thought went well or changes required in future.

Kind Regards,

Billy Walsh

Project Manager

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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PROJECT EVALUATION REPORT

Program Name	
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Background

<<Summarise the project. Word guidance: 100 to 120 words>>

Benchmark:

The student must collate information from both the Charter and the PMP outlining the project details.

Student's words will vary but their response must include:

CBSA's mission is to 'help businesses to help themselves'. As part of this, we are committed to meeting the needs of business owners.

To support these strategic goals, the CBSA Board has decided to establish an annual conference for small business owners. The conference will focus on areas of business management and leadership that are considered to be of key importance. It is hoped that the conference will provide information on cutting edge leadership topics that focus on leadership skills, knowledge and trends.

The project involved the organisation and running of the above conference, including:

- *Conference venue*
- *Guest Speakers*
- *Catering*
- *Equipment and Resource organisation*
- *Ticket sales*
- *Cocktail evening event with entertainment*
- *Marketing*

Evaluation Findings *Word guidance: 80 to 100 words*

<<Summarise the feedback received by the Board, and from other reports from project team members.>>

<<Detail the findings of the evaluation. Include information on deliverables, what went well, what issues occurred etc.>>

<<Summarise how well project delivery complied with the Project Management Plan.>>

<<Detail any variations between objectives and outcomes.>>

Student's words will vary but their response must include the feedback and information from the reports and email correspondence received including:

The Email from Gavin Stead

Compare the end project to the PMP and the related details on deliverables and issues

Detail variations on any objectives and outcomes

Evaluation must include the following:

- *The event was held on the 16th October at Five Seasons Conference.. ***
- *95 delegates attended out of the expected 150.*
- *At the end of project the following information was provided:*
 - *Whilst the conference as overall a success with generally good feedback received there were issues that occurred in relation to meeting the following deliverables:*
 - *The cocktail event with entertainment was cancelled to save cost and this created some disharmony amongst delegates, and this was reflected in their feedback received.*
 - *There were also some dissatisfactions with the catering.*

Lessons Learned *Word guidance: 100 to 120 words*

<<Make recommendations that can be used for future projects and programs to improve results.>>

The student must show they have reflected on their organisation of the PMP and outline areas of improvement for consideration in future projects.

Student's words will vary but their response must include:

- *Further planning and flexibility in the budget areas should be a consideration in the future to ensure that the risk of a lower-than-expected number of delegates is covered in the costings.*

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- *A higher level of risk assessment around the stages of the event may have prevented the cancellation of the Cocktail event inclusive of the costings and how that affected the budget which led to the cancellation of the event by those with the authority to do so.*
- *A higher level of marketing and promotion of the even with longer lead time to allow a higher number of ticket sales and thus delegates to attend.*