



BSBPMG540

ASSESSOR GUIDE

# MANAGE PROJECT INTEGRATION

## Assessment 8 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 8, requires you to finalise the project:**

- **Part A: Identify and allocate project finalisation activities**
- **Part B: Final project report and feedback from project authorities**

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
- Access to a meeting area
- CBSA Project Management Policy and procedure (available via the CBSA website)
- Project Charter (Developed in Assessment Task 6)
- Project Management Plan (Developed in Assessment Task 6)
- Project Status Report (Developed in Assessment Task 7)
- Change Request (Developed in Assessment Task 7)
- Project Issues Register (Developed in Assessment Task 7)
- Email template
- Final Project Report Template

## 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] Part A: Identify and allocate project finalisation activities

**Case study:** You work as a Project Manager, Billy Walsh, for Complete Business Solutions Australia [CBSA]. You have received the following email from Gavin Stead, Managing Director.



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

Good morning Billy,

Can you please organise for CupNBake to be invoiced for their final payment? We also need to make sure any contractual requirements with suppliers have been fully met and finalised.

Could you arrange to finalise all project activities, including providing a Final Report which I will present to the Board next week?

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)



### Steps

Based on the requirements of the Project Management Plan and the CBSA Project Management Policy and Procedure, send the following e-mails to allocate project finalisation activities to ensure:

- all financial obligations, including outstanding payments and invoices, are finalised
- legal and contractual obligations have been completed, and the fit-out is ready for the client.

Complete the **e-mail template** using AssNo\_8\_CBSA templates to prepare the following emails:

1. Email to Michal Johnston, Interior Design, to allocate finalisation activities to be completed. Ensure you are specific about the finalisation activities that need to be completed to hand over the completed work to the client.
2. Email to CupNBake finance to follow up on the final outstanding invoice due for payment.
3. Email to Shellie Webber, CupNBake, requesting a time to complete the handover.

### Submission instructions

Submit your assessment via the LMS.

## Assessor instructions Part A: Identify and allocate project finalisation activities

### Purpose of task

This part is designed to ensure that the student is able to identify and allocate project finalisation activities.

### Guidance to the assessor about the task

Use the assessor benchmark by referring to the attachment ASSESSOR\_Ass No 8\_CBSA templates.

Use this as a guide to ensure that the student has completed the tasks for this assessment part successfully.

## Marking criteria: Part A: Identify and allocate project finalisation activities

### Assessment submission checklist

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

Part A: Identify and allocate project finalisation activities		
1.	E-mails to Michael Johnston, CupNBake finance and Shellie Webber	<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, and all fields were completed according to the benchmark. Assessor to refer to assessor benchmark.	<input type="checkbox"/>	<input type="checkbox"/>

## Task instructions [for the student] Part B: Complete final report for submission to board

To begin this part, read the following email and then complete the tasks that follow:

To: Billy Walsh (Billy.walsh@cbsa.com.au)  
From: Michael Johnston (Michael.johnston@cbsa.com.au)  
Date/time: Friday 3:00 p.m.  
Subject: CupNBake final costings

Good morning Billy,

As you are aware due to the shortage of cabinet makers and barista installers, there was an addition invoice paid of \$7,500. No other unexpected costs occurred.

### Overall outcome

The handover has been completed and the client is very happy that we were able to complete the fitout on time and to a very high standard. No other unexpected costs occurred.

Overall, I think we did quite well to complete the project on time under the circumstances. It was difficult to foresee the impact of accessing contractors due to COVID.

Kind Regards,

Michael Johnston

Interior Design and Materials Source Officer

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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



To: Billy.walsh@cbsa.com.au  
From: Tim.Gibbons@cbsa.com.au  
Date/time: Wednesday 10.45 a.m.  
Subject: CupNBake Project

Hi Billy,

I can confirm that all invoices have now been paid. It would be beneficial to build a network of contractors from NSW and further regional areas to be used as a backup if it is difficult to source local contractors.

Kind Regards,

Tim Gibbons

Accounts Officer  
300 Fictional Way, Sydney, NSW 2000  
Phone: 1800 111 222  
[www.cbsa.com.au](http://www.cbsa.com.au)



## Steps

To complete the following steps, use **Ass No8\_CBSA templates**.

Based on the e-mail, complete the following tasks.

1. Review the e-mails you have received in both Task A and Task B. Based on this information, complete the **Project Final Report** for submission to the board.
2. When you have completed the report, send an e-mail to Gavin Stead to attach the report and seek feedback from the Board.

## Submission instructions

Submit your assessment via the LMS.

## Assessor instructions Part B: Complete final report for submission to board

### Purpose of task

This part is designed to ensure that the student can complete final reports as part of finalisation activities.

### Guidance to the assessor about the task

Refer to BSBPMG540\_ASSESSOR\_AssNo\_8\_CBSA templates for benchmark guidance 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 Part B: Complete final report for submission to board

### Assessment submission checklist

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

Part B: Complete final report for submission to board		
1.	CBSA template - Project Final Report	<input type="checkbox"/>
2.	CBSA template - E-mail to Gavin Stead	<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 the <b>final report</b> and completed all fields according to the benchmark. Refer to the assessor guide.	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.	The student submitted the <b>e-mail</b> and completed all fields according to the benchmark. Refer to the assessor guide.	<input type="checkbox"/> S	<input type="checkbox"/> NYS

Congratulations, you have reached the end of Assessment 8!



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