



BSBPMG540

ASSESSOR GUIDE

MANAGE PROJECT INTEGRATION

Assessment 9 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, 12 and 13

This assessment task 9 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 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)
- Final Project Report (Developed in Assessment Task 8)

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: Project evaluation report

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 9 Evaluation Report Template.
2. Prepare an e-mail to Shellie Webber, café owner, to seek feedback about the project implementation, management and integration. Use the -e-mail template in Ass No 9 Evaluation Report Template.
3. Case study: Assume that Gavin and Shellie have responded to your e-mails and you have received the following responses:



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

Hi Billy,

Thank you for your work on the CupNBake Project.

The project went well, and I think the initial planning was good. However, all projects should have a contingency budget for unexpected costs. You may need to consider if timelines are realistic if we rely on external contractors.

Besides that, the communication was great; you monitored the project and dealt with conflict well.

Great work!

Please complete the evaluation report to summarise feedback and future improvements to be used in project management.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Attachment to e-mail:

- *Ass No_9_Evaluation Report Template.docx (attachment)*

To: Billy.walsh@cbsa.com.au
From: Shellie.webber@bakery

Date/time: Monday 11.00 a.m.
Subject: Feedback from CupNBake

Hi Billy,

I would like to thank you and the Project Team of CBSA for assisting and managing our internal build and fit-out for the new Café in Manuka.

Everything came together very well, and your overall management of the Project and foresight into the potential issues with local contractors allowed for the timelines to be met and the fit-out to be professional and complete well within our inspection and opening projected dates.

It has been a pleasure working with you and your team.

Sincerely

Shellie Webber

CupNBake

Read the feedback you have received in the e-mails. Compare this information with your Project Management Plan to evaluate the success of the project.

Based on the information gathered, develop a **Project Evaluation Report** using the template provided. You should consider the results against the Project Management Plan and identify improvements for future projects.

Submission instructions

Submit your assessment via the LMS.

Assessor instructions Task 9: 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 No9_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 9: Project evaluation

Assessment submission checklist

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

Task 9: Project evaluation		
1.	E-mail to Gavin Stead seeking feedback	<input type="checkbox"/>
2.	E-mail to Shellie Webber seeking feedback	<input type="checkbox"/>
3.	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 an e-mail to Shellie Webber 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
3.	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 9!



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