



BSBPMG540

ASSESSOR GUIDE

MANAGE PROJECT INTEGRATION

Assessment 12 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 12 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 10)
- Project Management Plan (Developed in Assessment Task 10)
- Project Status Report (Developed in Assessment Task 11)
- Change Request (Developed in Assessment Task 11)
- Project Issues Register (Developed in Assessment Task 11)
- 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: STL Product launch
Attachment:

Good morning Billy,

The product launch for STL Tracking Tag has been completed and we need to organise the finalisation activities to close the project.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Steps

Based on the requirements of the Project Management Plan and the CBSA Project Management Policy and Procedure, send an email to Mathew Price, Event Co-ordinator to allocate project finalisation activities.

Complete the **email template** using AssNo_12_CBSA templates.

Your email must provide clear instructions about the finalisation tasks that Mathew needs to complete.

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 the student can identify and allocate project finalisation activities.

Guidance to the assessor about the task

Use the assessor benchmark by referring to attachment BSBPMG540_ASSESSOR_Ass No_12_CBSA Templates Benchmark.

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

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.	Email to Mathew Price	<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 email, 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 the final report for submission to the board

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



To: Billy.walsh@cbsa.com.au
From: gavin.stead@cbsa.com.au
Date/time: Monday 10.05 a.m.
Subject: STL Product launch
Attachment:

Good morning Billy,

The product's launch proceeded as planned, with additional security measures and police presence arranged.

On the evening of the event, a small group of protesters formed outside of the location, voicing issues regarding breaches of privacy and the ADF being able to protect 'their secrets' with the use of the STL Tracking Tag.

One reporter was not registered to attend, and this was identified at the ID check-in put in place, and Security Personnel removed him.

The majority of officials in attendance bought their own security personnel as well, which impacted the number in attendance, and catering was not expecting this.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Steps

To complete the following steps, use BSBPMG540_Ass No_12_CBSA Templates.

Based on the email, complete the following tasks.

1. Review the email you received in Part A. Based on this information, complete the **Project Final Report** for submission to the board.
2. When you have completed the report, send an email to Gavin Stead to attach the report seeking feedback from the board about the project.

Submission instructions

Submit your assessment via the LMS.

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

Purpose of task

This part is designed to ensure that the student can prepare for a presentation based on organisational policies and procedures and the objective of the presentation.

Guidance to the assessor about the task

Refer to BSBPMG540_ASSESSOR_Ass No_12_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 the final report for submission to the board

Assessment submission checklist

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

Part B: Complete the final report for submission to the board		
1.	CBSA template – Project Final Report	<input type="checkbox"/>
2.	CBSA template – Email 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 final report 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 email 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 12!



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