



BSBPRC401

# Plan procurement

## Assessment 3 of 3

Project



## Assessment Instructions

### Task overview

Read each question carefully before typing your response in the space provided.

### Additional resources and supporting documents

To complete this assessment, you will need:

- Learning material
- Procurement Transition Plan Template
- Reflection 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:

- the processes for conducting the assessment [e.g. allowing additional time]
- 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.

## Case Study

For the purpose of this assessment, you will play the role of Dave O'Connor, Sustainability Expert at CBSA.

CBSA is a consultancy service providing assistance with compliance, finances, human resources, information technology, and other business needs to ensure that businesses have the expertise and support they need to survive and prosper.

Henry Thomas, governance manager is your direct supervisor, and he has given you the task of creating a transition plan for the company as they change internet service providers..

You received the following email from Henry:

Good morning Dave,

As you know, CBSA relies heavily on access to high-speed internet. Con Kafatos informed me two weeks ago that our internet service provider will no longer be offering corporate internet service in our area. As a result, the long-standing contract between CBSA and the service provider will be terminated in three months. We are in process of sourcing a new supplier of high-speed internet to the corporate office.

I spent some time last week with Con to create a procurement plan, and we surveyed the market. We've received some competitive bids and have chosen to offer a contract to *Intergalactic Internet Co.* The contract will begin eight weeks from today and requires a strong transition plan.

You did such a great job on the procurement for the printers that I thought of you immediately for this task. We need a strong transition plan that the company can follow to ensure that there is no interruption to the internet service at the office. You will need to create a checklist for transition-in [new supplier] and transition-out [outgoing supplier]. You will identify the people in the company who can manage the transition tasks on both ends. We want to ensure that everyone knows that is required of them to ensure that there is no downtime or interruption to our internet service.

We also want to look at ways to monitor supplier performance during the transition period. This will help us keep track of how both suppliers are fairing in the transition process, and we may be able to alleviate any issues that come up along the way. Include this in the plan.

When you identify the date needed, keep in mind that we've contracted *Intergalactic Internet Co.* to begin service eight weeks from today. This doesn't give us a huge amount of time, but I think it is doable.

Get started on this right away, and we'll discuss it once you're done.

Kind Regards,

Henry

Governance Manager

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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

## Part A

Your task is to plan a strategy to manage supplier transition and monitor performance for CBSA. You will be required to input some details related to the provision of internet services to the company, however, most information that you will need to complete this will come from your understanding of procurement methods and processes.

To complete this task, you will need to:

1. Read the email from Henry.
2. Create a procurement transition plan for the CBSA internet supplier:
  - Use the template provided to create a transition plan.
  - Add rows and columns to the template as needed.
  - Consider points related to the transition in and transition out.
  - Consider all steps needed to ensure a smooth transition between suppliers.
  - Consider any potential transition issues or risks and strategies to manage those risks.
  - Identify how you will monitor performance for each supplier.
  - The document must include at least five (5) transition tasks for each of the transition-in and transition-out companies.
  - Allocate a responsible person from the CBSA staff who will manage the relevant parts of the transition.
3. Reflect on the process by responding to the following reflection prompts found in the Reflection Template. When reflecting on this task, consider the experience of creating a supplier transition plan.
  - What challenged you?
  - What insight did you gain from this process?
  - Do you feel that it was valuable for you to create this tool, and why/why not?

You will need to access the following documents:

- Procurement Transition Plan Template
- Reflection Template

You will need to submit the following documents:

- Completed Procurement Transition Plan
- Completed Reflection Template

**Assessor instructions:** Student responses will vary. They are required to reflect on the experience of creating a transition plan by describing any challenges, insights or value in creating this tool. Look to see that they are reflected in a meaningful way that draws any key learnings or insight from the process. Have they taken time to reflect and respond, or was the reflection written quickly without much thought?

The purpose of this task is to assess the student's ability to:

- create a transition plan for the internet supplier at CBSA
- reflect on the process of creating a transition plan.

Ensure the following documents have been submitted for assessment:

- Completed Procurement Transition Plan
- Completed Reflection Template

See the assessor templates for each template for a benchmark example of how each is to be filled out by the student.

<b>ASSESSOR CHECKLIST: PROJECT</b> <b>Did the student demonstrate the required level of competence for each of the following points?</b>	<b>Benchmarks</b>
1. Transition strategy plan.	<p>The plan must include at least five tasks to be completed for both transition-in and transition-out service providers.</p> <p>The tasks listed must be congruent with typical procurement processes and steps.</p> <p>The tasks listed must be relevant to corporate internet service providers.</p> <p>See the benchmark document as a reference for specific guidance on formatting and responses.</p>
2. Reflection on the transition strategy planning.	<p>The student will reflect on their own experience filling out the Reflection Template and defining the transition tasks.</p> <p>Look for the reflective quality of their responses, thoughtfulness, and ability to identify areas for improvement.</p> <p>Assessment is to be made on the completeness of the task and their ability to engage with the task rather than the actual content of the reflection, as this will be subjective and personal to each student.</p> <p>The questions provided are to guide the students towards thoughtful responses.</p> <p>Guiding questions:</p> <ul style="list-style-type: none"> <li>▪ What challenged you?</li> <li>▪ What insight did you gain from this process?</li> <li>▪ Do you feel that it was valuable for you to create this tool, and why/why not?</li> </ul>

**Assessment checklist:**

Students must have completed all eight (8) questions within this assessment before submitting. This includes:

1	Part A: <ul style="list-style-type: none"><li>- Completed Procurement Transition Plan</li><li>- Completed Reflection Template</li></ul>	<input type="checkbox"/> <input type="checkbox"/>
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**Congratulations, you have reached the end of Assessment 3!**

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