



BSBPMG430

# Undertake Project Work

Assessment 2 of 2

Project

Assessor Guide

Version 1.1 October 2023



Project  
Overview

To

complete this assessment,

you must demonstrate your skills and knowledge by working through eleven (11) activities, including three (3) role-plays.

In this simulation, you will take on the role of a project manager in a fictitious workplace called Green Leaf Café. Your responsibilities will include performing project-related tasks as outlined in the provided scenarios, which outline the project's specific requirements.

## Task Overview

This assessment task is divided into eleven (11) tasks. These include:

- Task 1: Project Scope
- Task 2: Seek Clarification on Project Scope
- Task 3: Preparing to Begin the Project
- Task 4: Role-play 1 – Planning Project
- Task 5: Develop Project Plan
- Task 6: Finalise Project Plan
- Task 7: Seek Approval for Project
- Task 8: Role-play 2 – Implementing Project
- Task 9: Undertake the Project
- Task 10: Role-play 3 – Reviewing the Project
- Task 11: Finalise the Project

## Additional resources and supporting documents

To complete this assessment, you will need the following organisational documents:

- *Green Leaf Café Project Management Policy and Procedure*
- *Green Leaf Café Risk Management Policy and Project*
- *Green Leaf Café Mission, Vision, Values and Culture Statement*
- *Green Leaf Café Project Management Kit*
- *Green Leaf Café Report Template*

To complete this assessment, you will need the following resources:

*Computer with Internet access*

*Microsoft Word*

Read each question carefully before typing your response in the space provided in this assessment document, the Green Leaf Café Project Management Kit or the Green Leaf Café 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:

- 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.

## Scenario

Gary Aziz, the owner of Green Leaf Café, is determined to run an ethical business and wants the café to be recognised for its social responsibility. He knows this involves focusing on People and Planet, not just Profit (also known as the Triple Bottom Line).

Gary is aware that certain aspects of Green Leaf Café's Mission, Vision, Values, and Culture statement haven't been put into practice yet. He is concerned that these important aspects might be forgotten as the business grows. So, he wants to ensure that something is done within the next three months to show the café's commitment to ethical business practices and social responsibility.

Gary has asked you to lead a project team to explore how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement. He has these questions:

How can Green Leaf Café make society and people's lives better?  
How can Green Leaf Café help protect and enhance the environment?

**Note: This is research only. Gary is not willing to commit to anything at this stage.**

This could be through donating time or food, fundraising, raising awareness or other community support activities. Gary wants you to investigate options and provide him with three community project options that Green Leaf Café could support.

To help get you started, Gary has provided you with links to some websites that he found interesting. You are not limited to these suggestions. You may find alternative options. However, you must demonstrate how they contribute to People and Planet and align with Greenleaf Café's values and Culture Statement.

- [Foodbank Australia | Fighting Hunger In Australia](#)
- [Rise Against Hunger](#)
- [One Tree Planted | Tree Planting Non-Profit: One Dollar. One Tree](#)
- [Home - WWF-Australia](#)
- [Planet Ark](#)
- [Greening Australia - Greening Australia](#)
- [Clean Up Australia](#)
- [OzHarvest Australia | Australia's leading food rescue organisation](#)
- [Home | Food For Change | Helping alleviate food insecurity in Australia.](#)
- [SecondBite – Ending Waste. Ending Hunger.](#)

Gary's specifications for a project are:

- Must align with Green Leaf Café's values and culture
- There is no direct cost to Green Leaf Café
- The organisation must be a registered charity and fully insured
- Gary is prepared to match any time that staff volunteer hour-for-hour
- It must not impact Green Leaf Café's 9-month marketing strategy to increase business share.

You have been assigned two project team members who each work four (4) weekly shifts at \$25.00 per hour. Gary is happy to pay each project team member an extra hour to complete this project at the end of each shift. After the project is approved and implemented, team members will return to regular duties.

Gary has also agreed to contribute \$10.00 to the project's cost of team members using their personal mobile phones.

It is anticipated that the project team will need to meet with some potential organisations face-to-face to learn more about their charity. Gary has approved a budget allocation of \$150.00 for travel expenses.

The report is to be delivered in four (4) weeks from today's date. Gary will provide you with Green Leaf Café Report Templates for the project, with some added notes to assist you.

You have full use of the Café's resources (office space, computer, internet, printing, etc.) while working on the project.

## Task 1: Project Scope

The purpose of this task is to establish project parameters by completing the Green Leaf Café Project Scope Template for approval by delegating authority and/or the Green Leaf Café Manager.

The Project Leader must update the *Existing Project Log* at the beginning and end of the project.

### Instructions

- Read through the Scenario provided above
- Download, save, and read through:
  - *Green Leaf Café Mission, Vision, Values, and Culture*
  - *Green Leaf Café Project Management Policy and Procedure*
  - *Green Leaf Café Risk Management Policy and Procedure*
  - *Green Leaf Café Project Management Tool Kit*
  - *Green Leaf Café Report Template*
- a. Use the information in the scenario and the downloaded documents to complete the Project Scope Template. (Green Leaf Café' Project Management Tool Kit)
- b. Create a file on your desktop and save all documents relating to the project in the folder. Copy and paste a screenshot of the online file organisation into the table below.

Documents to be completed, saved and submitted for this task:

- *Green Leaf Café Project Scope Template (Page 3 Green Leaf Café Project Management Tool Kit)*

# Project Scope Template

## Assessor Guide

Candidates should complete the Project Scope Template according to the information provided in the scenario. The candidate's response must reflect the answer below.

Task 1a	
<b>Project title:</b>  <i>(Approximate word length 2-10 words)</i>	<p>Students must name the project. A sample answer is provided below.</p> <p>Green Leaf Café Community Engagement Project</p>
<b>Project sponsor:</b>	<p>The student's response must agree with the answer below.</p> <p>Gary Aziz</p>
<b>Project manager:</b>	<p>Student's name</p>
<b>Deliverables:</b>  <i>(Approximate word length 70-90 words)</i>	<ul style="list-style-type: none"> <li>• <b>Conduct</b> initial research and identify six (6) community projects/charities that are aligned with Green Leaf Café values and culture to support</li> <li>• <b>Choose three (3) appropriate projects</b> that contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement.</li> <li>• Write a written report to the Project Sponsor, which includes:               <ul style="list-style-type: none"> <li>○ Name of community project/charity</li> <li>○ Outline of their purpose</li> <li>○ Describe how Green Leaf Café could become involved</li> </ul> </li> </ul> <p>Describe what the input from the café would be (time, goods, money).</p>
<p>Provide an overview of the business, including its:</p> <ul style="list-style-type: none"> <li>• Mission</li> <li>• Vision</li> <li>• Values</li> <li>• Culture Statement</li> </ul> <p><i>(Approximate word length 300 -350 words)</i></p>	
<p>The candidate's response must reflect the answer below.</p> <p>Green Leaf Café's Mission is to:</p>	

- serve the Brisbane community with quality, comprehensive, unique, and distinctive vegetarian meals and products
- showcase Indigenous vegetarian bush tucker as a key ingredient
- inspire people to choose a lifestyle that is healthier, sustainable and more compassionate through a plant-based diet.

Green Leaf Café's Vision Statement includes:

- To provide vegetarian and vegan food and beverages to customers for Profit and create a positive eating experience
- To be the customer's go-to-first provider of vegetarian and vegan meals and products in the city of Brisbane and neighbouring suburbs
- To expand the range of meals and products to cater for the growing vegan market
- To embed environmental sustainability in all aspects of its operations

Green Leaf Café's Values include:

- **Integrity** - Hold ourselves and co-workers accountable for building trust with our customers and each other by being honest, ethical and consistent in what we say and do.
- **Teamwork** - Committed to empowering our team members with the appropriate resources to achieve our common vision effectively.
- **Accountability** - Hold ourselves and our co-workers accountable for our behaviours and responsibilities as they affect us, our customers and our culture.
- **Quality** - Committed to providing quality indigenous vegetarian 'bush tucker' by sourcing the best possible produce and providing excellent service.

Green Leaf Café's Culture Statement includes:

- **Philosophy** - Our philosophy at Green Leaf Café is to provide the best experience for each customer.
- **Change** - We welcome feedback on our Policies and Procedures, Values, and Culture. If any employee feels that they would like to provide feedback or question any of the above, they should first approach their line manager, who will answer any questions and pass on feedback to the appropriate area. If staff prefer, they can do this anonymously through quarterly staff surveys.
- **Customer Care** - We conduct regular feedback and listen to our customers. Every Green Leaf Café employee prides themselves in taking the time to understand customers' needs and make sure they always have a great experience when dining with us.

## Rationale for the project

*(Approximate word length 50 -60 words)*

The candidate's response must reflect the answer below.

Certain aspects of Green Leaf Café's Mission, Vision, Values, and Culture statement haven't been implemented yet. Gary Aziz worries that these critical aspects might be forgotten as the business grows. So, he wants to ensure that something is done within the next three months to show the café's commitment to ethical business practices and social responsibility.

Describe what is covered in the scope of the project.

*(Approximate word length 50 -70 words)*

The candidate's response must reflect the answer below.

The project scope covers the following:

- Researching community projects/charities
- Recommending six (6) appropriate projects aligned to Green Leaf Café values and culture to support.
- Reporting back to the Café owner.
- Conducting further research into any projects approved by Gary Aziz.

Describe what will not be included in this project.

*(Approximate word length 15 -30 words)*

A sample answer has been provided below.

This is research only. There is no formal commitment from Green Leaf Café at this stage.

### Assumptions

*List two factors, events, or circumstances that are expected to occur and can impact the project, e.g. Each team member can complete their deliverables in two weeks.*

A sample answer has been provided below.

- Staff are present for all shifts.
- One hour of overtime per shift per person is sufficient for the project.

Other answers that also would be acceptable are:

- Information required is readily available
- Communication failures resulting in lack of clarity
- Equipment is available and functioning
- All staff are prepared to use their personal mobile phones for work purposes

### Constraints

Identify and describe at least two factors, events, or circumstances that can occur and potentially limit or restrict the implementation of the project, e.g. predefined budgets or timelines from clients.

A sample answer has been provided below.

- Budget
- Time

Other answers that would also be acceptable are:

- Sickness
- Equipment failure
- Staff resignation



## Reporting

Define the project's reporting requirements.

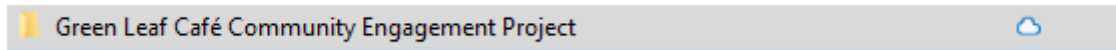
*(Approximate word length 125 - 150 words)*

Reporting requirements vary depending on the complexity of the project. They can include:

- Progress Report - This updates stakeholders and details how far the project has gone towards completion. Stakeholders reporting to the Project Manager must email and provide a brief update on their respective tasks fortnightly.
- Resource Report - This report details who is doing what and when and shows a breakdown of project members and tasks for the day
- Variance Report - This report tells you whether the project is progressing as planned, comparing the plan against the actual outcome and giving you a metric to measure if you are on track, ahead of schedule or running behind.
- Final Project Report and Financial Records (reconciliation)
- Project Managers must use the Green Leaf Café Project Status Log and update the project status fortnightly.

Task 1b. Screenshot of the online file organisation.

The candidate must submit a screenshot of a file on their desktop with a name matching the project's. A sample answer has been provided below.



## Task 2: Seek Clarification on Project Scope

Using the email template below, draft an email to Gary Aziz to clarify the following:

- which staff would be paid overtime and for how many weeks
- which staff would reimburse for using their mobile phone and for how many weeks
- reporting requirements and format for reporting your findings.

(Approximate word length 150 -200 words)

### Email Template

To:	Gary Aziz
From:	Students Name
Subject:	Seeking Clarification on Project
Attachments:	

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Dear Gary

I hope this email finds you well. I wanted to seek some clarification regarding staff compensation and reporting for the Green Leaf Café Community Engagement Project.

#### Overtime Pay

I want to confirm which staff members will be eligible for overtime pay and how many weeks this will apply. Does this apply to myself and the two project team members?

#### Mobile Phone Reimbursement

Please confirm which staff members will be reimbursed for using their mobile phones during the projects. Does this apply to myself and the two project team members? Additionally, it would be helpful to know the duration of this reimbursement to account for it in our financial planning.

#### Reporting Format:

To ensure we provide the information in the format that suits your needs, please outline the preferred format for reporting our findings and project updates. This will help us streamline our communication and ensure that we meet your expectations.

Your guidance on these matters will be greatly appreciated and will contribute to a more effective and transparent project management process.

I look forward to your response.

[Candidates Name]

Project Team Leader

Green Leaf Café Project Team



Documents to be completed and submitted for this task:

- *Email to Gary Aziz (A2 Project Assessment document)*

## Task 3: Preparing to Begin Project

The purpose of this task is to prepare for your first meeting with your project team.

### Instructions

- Read through the scenario provided above.
- Download, save, and read through:
  - *Green Leaf Café Mission, Vision, Values, and Culture*
  - *Green Leaf Café Project Management Tool Kit*
  - *Green Leaf Café Project Management Policy and Procedure*
  - *Green Leaf Café Risk Management Policy and Procedure*
  - *Green Leaf Café Report Template*
- Access and read the websites provided by Gary in the scenario (or any other you think suitable).
- From your reading of the Green Leaf Café documents, evaluate how well the organisations fit with Green Leaf Café's objectives (you will discuss these with your team in your first meeting)

To start your project, you must form a project group with two (2) other students.

Using the template below:

- Email your team members, introduce yourself and organise a date/time to hold your initial project planning meeting.
- Attach copies of the documents you have downloaded.
- Include a list of websites you want the team members to access and familiarise themselves with before the meeting.

*(Approximate word length 200 - 300 words)*

### Email Template

To:	Project Team Member 1; Project Team Member 2
From:	Students Name
Subject:	Let's Get Started - Team Meeting for Our Exciting Project
Attachments:	<ul style="list-style-type: none"><li>• Green Leaf Café Mission, Vision, Values, and Culture</li><li>• Green Leaf Café Project Management Tool Kit</li><li>• Green Leaf Café Project Management Policy and Procedure</li><li>• Green Leaf Café Risk Management Policy and Project</li><li>• Green Leaf Café Report Template</li></ul>

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Dear Team,

I hope this message finds you well. I'm thrilled to introduce myself as the team leader for our upcoming project. It's an exciting journey ahead, and I can't wait to collaborate with each of you.

We need to schedule our initial project planning meeting to kick off our project. It's the perfect opportunity to align our goals and discuss our project's objectives. To kick things off, I invite you to our first team meeting. Here are the details:

- Date: October 21, 2023
- Time: 9:30 AM

During this meeting, we'll have the chance to get to know each other better, discuss our project in more detail, and share our thoughts and ideas. It's a fantastic opportunity to align our goals and set a strong foundation for the work ahead.

In preparation for our discussion, please download and read through the following materials that I've attached to this email:

- Green Leaf Café Mission, Vision, Values, and Culture
- Green Leaf Café Project Management Tool Kit
- Green Leaf Café Project Management Policy and Procedure
- Green Leaf Café Risk Management Policy and Project
- Green Leaf Café Report Template

Another important task to start with is evaluating the alignment of organisations with Green Leaf Café's objectives. Please review the following websites and be prepared to share your thoughts on how well each organisation's mission aligns with Green Leaf Café's goals during our first meeting:

- Foodbank Australia
- Rise Against Hunger
- One Tree Planted
- WWF-Australia
- Planet Ark
- Greening Australia
- Clean Up Australia
- OzHarvest Australia
- Food For Change
- SecondBite

I'm genuinely excited to embark on this project with all of you. Feel free to reach out if you have any questions or suggestions.

Kind regards

Name Students Name



\*Make sure that you include details of all communication with your project team in the Communication Log.

## Task 4: Role-play 1 – Planning Project

### Scenario

You are the project team leader tasked with exploring how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement. The café owner, Gary Aziz, has asked you to consider:

How can Green Leaf Café make society and people's lives better?  
How can Green Leaf Café help protect and enhance the environment?

This could be through donating time or food, fundraising, raising awareness or other community support activities. Gary wants you to investigate options and provide him with three community project options that Green Leaf Café could support.

Gary has provided you with links to some websites that he found interesting. You are not limited to these suggestions. You may find alternative options. However, you must demonstrate how they contribute to People and Planet and align with Greenleaf Café's values and Culture Statement.

- [Foodbank Australia | Fighting Hunger In Australia](#)
- [Rise Against Hunger](#)
- [One Tree Planted | Tree Planting Non-Profit: One Dollar, One Tree](#)
- [Home - WWF-Australia](#)
- [Planet Ark](#)
- [Greening Australia - Greening Australia](#)
- [Clean Up Australia](#)
- [OzHarvest Australia | Australia's leading food rescue organisation](#)
- [Home | Food For Change | Helping alleviate food insecurity in Australia.](#)
- [SecondBite - Ending Waste. Ending Hunger.](#)

Gary's specifications for a project are:

- Must align with Green Leaf Café's values and culture
- No direct cost to Green Leaf Café
- The organisation must be a registered charity and fully insured
- Gary is prepared to match any time that staff volunteer hour-for-hour
- It must not impact Green Leaf Café's 9-month marketing strategy to increase business share.

You have been assigned two (2) project team members to assist you with this project.

### Role-play instructions

The role-play/meeting must include at least number two (2) participants and not exceed 15 minutes in duration.

In this task, you will participate in a role-play/meeting with two other people playing the roles of the project team members.

These persons may be resourced using one of the following options:

1. Peers who you are already working within the industry your qualification relates to.
2. Fellow students. Please contact your fellow students via the Discussion Forum and coordinate your role-play with them directly.

If you cannot find participants to play the role of the project team members, contact your assessor via the Discussion Forum, who will discuss options for pairing up with other students to complete this task.

### Option 1: Peer participants

Should you complete this task with your Peers, you must fully brief all participants, providing them with the context to the role-play/meeting, a role outline to play and a copy of the observation checklist so that they can prepare for the recording.

Peers must state their name and job title at the start of the recording to inform consent.

### Option 2: Fellow student participants

Fellow students participating in the recording must be provided context to their roles and responsibilities in the session. They must have reviewed the assessment activity and observation checklist to prepare for the recording.

Students will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

### Recording instructions

Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

*"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."*

The time taken to capture consent at the start of the recording does not count towards the recording time limit. Save the recording as 'BSBPMG430 Role-Play1\_YourName\_DDMMYYYY'.

Include this recording as part of your assessment submission.

### Instructions for student

This role-play activity requires you to lead the first project team meeting. Two (2) other project team members will participate in the meeting. All team members are to collaborate and contribute equally to the planning process.

During this meeting with your project team, you must nominate six organisations that you will investigate further. Gary has provided you with a list of organisations that he found interesting.

- Foodbank Australia
- Rise Against Hunger
- One Tree Planted
- WWF Australia
- Planet Ark
- Greening Australia
- Clean Up Australia
- OzHarvest Australia
- Food For Change
- SecondBite

You are not limited to these suggestions. You may find alternative options. However, they must contribute to People and Planet and align with Greenleaf Café's values and Culture Statement.

Three of the organisations you must select are:

- OzHarvest Australia
- Clean Up Australia

- SecondBite

The other three organisations will be chosen through a collaborative decision-making process involving all team members.

After the team has decided which six (6) programs to explore in more depth, you should assign two (2) programs to each team member.

Following their detailed investigation of these two assigned organisations, team members are expected to provide a recommendation regarding which organisation best aligns with the project's requirements.

Additionally, the following tasks must be completed:

- Logging the project and establishing potential links with existing projects.
- Conducting a risk assessment, identifying, analysing, and evaluating a minimum of three (3) risks.
- Developing a detailed project budget, which encompasses all anticipated costs required to complete the project within the specified timeframe.
- Completing the resources template for each project team member.

While you may delegate part of these tasks to other team members, it is your responsibility to ensure that they are accurately completed and in the appropriate format.

### Before the role-play meeting

To prepare for this meeting, please provide the participant role-playing Team Member 1 and Team Member 2 with a copy of the scenario and copies of the following documents.

- *Green Leaf Café Mission, Vision, Values, and Culture*
- *Green Leaf Café Project Management Tool Kit*
- *Green Leaf Café Project Management Policy and Procedure*
- *Green Leaf Café Risk Management Policy and Project*
- *Green Leaf Café Report Template*

This will allow them to prepare and contribute to the meeting.

### During the role-play meeting

This meeting is to be a discussion and must not exceed 15 minutes in duration. You will be assessed by demonstrating the criteria outlined below.

- Brief your project team members on the project.
- Consult with team members and consider and apply their views in planning the project.
- Assign each team member two (2) of the programs to investigate in more detail.
  - Team Member 1 must be allocated OzHarvest Australia plus one other organisation.
  - Team Member 2 must be allocated Clean Up Australia plus one other organisation.
  - You must allocate to yourself SecondBite plus one other organisation.
- Allocate project tasks amongst the project team
- Ensure that all stakeholders are aware of their responsibilities.
- Clarify and obtain agreement on any questions that arise during the meeting.
- Establish time frames for the work.
- Use listening and questioning skills to seek information and confirm understanding.

All decisions made during this meeting (e.g. which task is assigned to which team member) should be carefully noted, as you will need this information to complete the Project Stakeholders Template and use it to explain to Gary how you arrived at decisions and allocated tasks equitably.

## Role-play context for the participant role-playing Project Team Member 1

### SCENARIO

You are the project team leader tasked with exploring how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement. The café owner, Gary Aziz, has asked you to consider:

How can Green Leaf Café make society and people's lives better?  
How can Green Leaf Café help protect and enhance the environment?

This could be through donating time or food, fundraising, raising awareness or other community support activities. Gary wants you to investigate options and provide him with three community project options that Green Leaf Café could support.

Gary has provided you with links to some websites that he found interesting. You are not limited to these suggestions. You may find alternative options. However, you must demonstrate how they contribute to People and Planet and align with Greenleaf Café's values and Culture Statement.

- [Foodbank Australia | Fighting Hunger In Australia](#)
- [Rise Against Hunger](#)
- [One Tree Planted | Tree Planting Non-Profit: One Dollar, One Tree](#)
- [Home - WWF-Australia](#)
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- [Home | Food For Change | Helping alleviate food insecurity in Australia.](#)
- [SecondBite - Ending Waste. Ending Hunger.](#)

Gary's specifications for a project are:

- Must align with Green Leaf Café's values and culture
- No direct cost to Green Leaf Café
- The organisation must be a registered charity and fully insured
- Gary is prepared to match any time that staff volunteer hour-for-hour
- It must not impact Green Leaf Café's 9-month marketing strategy to increase business share.

You have been assigned two (2) project team members to assist you with this project.

## Instructions for the participant role-playing Project Team Member 1

You are a project team member assisting the project team leader in exploring how Green Leaf Café can contribute to the well-being of people and the environment in alignment with its Mission, Vision, Values, and Culture statement.

### Before the role-play meeting

Familiarise yourself with:



- *Green Leaf Café Mission, Vision, Values, and Culture*
- *Green Leaf Café Project Management Tool Kit*
- *Green Leaf Café Project Management Policy and Procedure*
- *Green Leaf Café Risk Management Policy and Project*
- *Green Leaf Café Report Template*

The project team leader will refer to them during the meeting.

Based on the project team leader's decision, you are responsible for researching OzHarvest Australia. <https://www.ozharvest.org>. Access OzHarvest's website and spend a few minutes understanding its mission, activities, and how they contribute to People and Planet.

### During the meeting

- The team leader will advise you that you will be researching OzHarvest.
- Engage actively in the meeting by providing your input into why OzHarvest aligns with Green Leaf Café's Mission, Vision, Values, and Culture statement and contributes to the well-being of people and the environment.
- Contribute to the Team's collective effort to identify and recommend other suitable community projects that Green Leaf Café could potentially engage in.

**Please Note:** You do not have to complete a Project Research Template.

**Please note:** The student being assessed will be recording this meeting and submitting the recording for assessment.

<b>The student must demonstrate the following during the meeting :</b>
Briefing the project team members on the project
Consulting with team members and considering and applying their views in planning the project.
Assigning each team member two (2) programs to investigate in more detail. <ul style="list-style-type: none"> <li>• Team Member 1 must be allocated OzHarvest Australia plus one other organisation.</li> <li>• Team Member 2 must be allocated Clean Up Australia plus one other organisation.</li> <li>• The Team Leader must allocate themselves SecondBite plus one other organisation.</li> </ul>
Allocating project tasks amongst the project team
Ensuring that all stakeholders are aware of their responsibilities.
Clarifying and obtaining agreement on any questions that arise during the meeting.
Establishing time frames for the work
Using listening and questioning skills to seek information and confirm understanding.

### Role-play context for the participant role-playing Project Team Member 2

<p><b>SCENARIO</b></p> <p>You are the project team leader tasked with exploring how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement. The café owner, Gary Aziz, has asked you to consider:</p> <p>How can Green Leaf Café make society and people's lives better?  How can Green Leaf Café help protect and enhance the environment?</p>
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This could be through donating time or food, fundraising, raising awareness or other community support activities. Gary wants you to investigate options and provide him with three community project options that Green Leaf Café could support.

Gary has provided you with links to some websites that he found interesting. You are not limited to these suggestions. You may find alternative options. However, you must demonstrate how they contribute to People and Planet and align with Greenleaf Café's values and Culture Statement.

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- [Rise Against Hunger](#)
- [One Tree Planted | Tree Planting Non-Profit: One Dollar, One Tree](#)
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- [SecondBite – Ending Waste. Ending Hunger.](#)

Gary's specifications for a project are:

- Must align with Green Leaf Café's values and culture
- No direct cost to Green Leaf Café
- The organisation must be a registered charity and fully insured
- Gary is prepared to match any time that staff volunteer hour-for-hour
- It must not impact Green Leaf Café's 9-month marketing strategy to increase business share.

You have been assigned two (2) project team members to assist you with this project.

## Instructions for the participant role-playing Project Team Member 2

You are a project team member assisting the project team leader in exploring how Green Leaf Café can contribute to the well-being of people and the environment in alignment with its Mission, Vision, Values, and Culture statement.

### Before the role-play meeting

Familiarise yourself with:

- *Green Leaf Café Mission, Vision, Values, and Culture*
- *Green Leaf Café Project Management Tool Kit*
- *Green Leaf Café Project Management Policy and Procedure*
- *Green Leaf Café Risk Management Policy and Project*
- *Green Leaf Café Report Template*

The project team leader will refer to them during the meeting.

Based on the project team leader's decision, you are responsible for researching Clean Up Australia. <https://www.cleanup.org.au> Access Clean Up Australia's website and spend a few minutes understanding its mission, activities, and how they contribute to People and Planet.

## During the meeting

- The team leader will advise you that you will be researching Clean Up Australia.
- Engage actively in the meeting by providing your input into why Clean Up Australia aligns with Green Leaf Café's Mission, Vision, Values, and Culture statement and contributes to the well-being of people and the environment.
- Contribute to the Team's collective effort to identify and recommend other suitable community projects that Green Leaf Café could potentially engage in.

**Please Note:** You do not have to complete a Project Research Template.

**Please note:** The student being assessed will be recording this meeting and submitting the recording for assessment.

The student must demonstrate the following during the meeting :
Briefing the project team members on the project
Consulting with team members and considering and applying their views in planning the project.
Assigning each team member two (2) programs to investigate in more detail. <ul style="list-style-type: none"> <li>• Team Member 1 must be allocated OzHarvest Australia plus one other organisation.</li> <li>• Team Member 2 must be allocated Clean Up Australia plus one other organisation.</li> <li>• The Team Leader must allocate themselves SecondBite plus one other organisation.</li> </ul>
Allocating project tasks amongst the project team
Ensuring that all stakeholders are aware of their responsibilities.
Clarifying and obtaining agreement on any questions that arise during the meeting.
Establishing time frames for the work
Using listening and questioning skills to seek information and confirm understanding.

To be completed, saved and submitted for this task:

*Recording of role-play 1 meeting*

## Assessor Guide

The candidate must demonstrate each of the criteria in the observation checklist below.

Observation Checklist		
The student was observed demonstrating the following during their meeting:	Satisfactory /Not Yet Satisfactory S/NYS	Assessor Comment The Assessor must provide specific written comments on the student's performance.
Briefing the project team members on the project  The candidate must brief the team members on the project deliverables as per the Project Scope template.		

<p>Areas covered must include:</p> <ul style="list-style-type: none"> <li>• <b>Conduct</b> initial research and identify six (6) community projects/charities that are aligned with Green Leaf Café values and culture to support</li> <li>• <b>Choose three [3] appropriate projects that</b> contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement.</li> <li>• Write a written report to the Project Sponsor, which includes: <ul style="list-style-type: none"> <li>○ Name of community project/charity</li> <li>○ Outline of their purpose</li> <li>○ Describe how Green Leaf Café could become involved</li> <li>○ Describe what the input from the café would be (time, goods, money).</li> </ul> </li> </ul>		
<p>Consulting with team members and considering and applying their views in planning the project.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> <li>• Actively listening to team members</li> <li>• Initiating open discussion and encouraging team members to share their thoughts and suggestions regarding the project.</li> <li>• Encouraging participation in the project</li> <li>• Applying team member's suggestions on what projects to research further.</li> </ul>		
<p>Assigning each team member two (2) programs to investigate in more detail.</p> <ul style="list-style-type: none"> <li>• Team Member 1 must be allocated OzHarvest Australia plus one other organisation. This organisation must contribute to the well-being of people and the environment to align with Green Leaf Café's Mission, Vision, Values, and Culture statement.</li> <li>• Team Member 2 must be allocated Clean Up Australia plus one other organisation. This organisation must contribute to the well-being of people and the environment to align with Green Leaf Café's Mission, Vision, Values, and Culture statement.</li> <li>• The Team Leader must allocate themselves SecondBite plus one other organisation. This organisation must contribute to the well-being of people and the environment to align with Green Leaf Café's Mission, Vision, Values, and Culture statement.</li> </ul>		
<p>Allocating project tasks amongst the project team.</p>		

<p>The candidate must demonstrate they have evenly allocated all tasks to team members. This includes:</p> <ul style="list-style-type: none"> <li>• Logging the project and establishing potential links with existing projects.</li> <li>• Conducting a risk assessment, identifying, analysing, and evaluating a minimum of three (3) risks.</li> <li>• Completing the resources template for each project team member.</li> <li>• Developing the project budget</li> </ul> <p>While they may delegate these tasks to other team members, they must ensure they are accurately completed and in the appropriate format.</p>		
<p>Ensuring that all stakeholders are aware of their responsibilities.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> <li>• Clearly defining which organisations each team member is researching</li> <li>• Asking team members if they understand the requirements of the task.</li> <li>• Encourage team members to ask questions if anything is unclear</li> <li>• Take notes and record which organisation each team member is researching</li> </ul>		
<p>Clarifying and obtaining agreement on any questions that arise during the meeting.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> <li>• Encouraging open discussion and inviting other team members to share their views.</li> <li>• Repeating the question or concern to confirm their understanding and seeking clarification if needed.</li> <li>• Asking the team member who raised the question if they find the proposed solution acceptable or if they have other suggestions and encouraging them to share their thoughts.</li> </ul>		
<p>Establishing time frames for the work</p> <p>The candidate must establish time frames that align with the scenario, which states, 'the report is to be delivered in four (4) weeks from today's date.'</p>		
<p>Using listening and questioning skills to seek information and confirm understanding.</p> <p>The candidate can demonstrate listening skills by:</p> <ul style="list-style-type: none"> <li>• Paying close attention to what team members are saying</li> </ul>		

<ul style="list-style-type: none"><li>• Showing that they are engaged by making eye contact, nodding, and providing verbal cues</li><li>• Not interrupting the speaker</li><li>• Paraphrasing and Summarising</li></ul> <p>The candidate can demonstrate questioning skills by:</p> <ul style="list-style-type: none"><li>• Asking open-ended questions</li><li>• Seek clarification, e.g. "I'm not entirely clear on that point. Can you elaborate?"</li><li>• Avoiding leading questions</li></ul>		
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## Task 5: Develop Project Plan

- a. Use the notes from the role-play meeting to fill out the Project Plan Parameters Table below. Include the following information for each of the six (6) organisations you have agreed to research:
- Name of the organisation.
  - URL (website address) for easy reference.
  - An explanation of how each organisation aligns with the project objectives of Green Leaf Café.

### Assessor Guide

Candidates must include the name and URL of the six (6) organisations they have decided to research further. They must also explain how the organisations align with Green Leaf Café's project objectives.

The candidate's response must include the three sample answers below and three additional organisations.

Project Plan Parameters Table			
Organisation Name		URL	How does the organisation fit with Green Leaf Café objectives? <i>(Approximate word length 40-50 words per organisation)</i>
1	Clean Up Australia	www.cleanup.org.au	Clean Up Australia encourages businesses to reduce the amount of waste that ends up in landfill each year. This fits with Green Leaf Café's To embed environmental sustainability in all aspects of its operations.
2	Oz Harvest Australia	www.ozharvest.org.au	OzHarvest aims to reduce food waste by stopping good food from going to waste and delivering it to charities that help feed people in need. This fits with Green Leaf Café's Vision statement - To inspire people to choose a lifestyle that is healthier, sustainable and more compassionate through a plant-based diet.
3	SecondBite	www.secondbite.org	SecondBite ensures that good food gets to people who need it most, rather than to landfill, by ending waste and hunger. This fits with Green Leaf Café's Vision statement - To inspire people to choose a lifestyle that is healthier, sustainable and more compassionate through a plant-based diet.
4	[Organisation 4]	[URL]	[Explain how this organisation aligns with Green Leaf Café's project objectives]
5	[Organisation 5]	[URL]	[Explain how this organisation aligns with Green Leaf Café's project objectives]
6	[Organisation 6]	[URL]	[Explain how this organisation aligns with Green Leaf Café's project objectives]

- b. Record all decisions made during the role-play meeting (e.g. which task is assigned to which team member) in the Project Stakeholders Template (Green Leaf Café Project Management Tool Kit).

## Project Stakeholders Template

Candidates should identify each team member and their responsibilities as agreed during the role-play meeting.

The following additional tasks must be allocated to a team member:

- Logging the project and establishing potential links with existing projects.
- Conducting a risk assessment, identifying, analysing, and evaluating a minimum of three (3) risks.
- Completing the resources template for each project team member.

Work should be distributed evenly between all team members. The candidates may choose to allocate the task differently from the sample answer.

- The candidate must allocate developing a detailed project budget to the Project Team Leader.

The candidate's response must reflect the sample answer provided.

Project title:	Green Leaf Café Community Engagement Project
Project sponsor:	Gary Aziz
Project manager:	(Student's name)
<b>Stakeholders and responsibilities</b> <i>Identify at least four (4) stakeholders involved in the project. You must include your name and role as project manager as the fourth stakeholder.</i>	
<b>Stakeholder 1 – Project Sponsor</b>	
Name:	Gary Aziz
Responsibilities: <i>(Approximate word length 15 – 75 words)</i>	Provide resources (time, space, IT, phone allowance) for team members to complete the project.
<b>Stakeholder 2 – Team Member (1)</b>	
Name/Position:	Team Members Name:
Responsibilities: <i>(Approximate word length 15 – 75 words)</i>	<p>Project Team to allocate responsibilities – The candidate's answer should reflect the team's decision from the project planning meeting.</p> <ul style="list-style-type: none"> <li>• Research OzHarvest Australia</li> <li>• Research one other organisation that aligns with Green Leaf Café's project objectives</li> <li>• Provide a recommendation regarding which organisation best aligns with the project's requirements.</li> <li>• Assist in preparing a risk assessment by identifying a minimum of three (3) risks.</li> </ul>



<b>Stakeholder 3 – Team Member (2)</b>	
<b>Name:</b>	Team Members Name:
<b>Responsibilities:</b> <i>(Approximate word length 15 – 75 words)</i>	<p>Project Team to allocate responsibilities – The candidate's answer should reflect the team's decision from the project planning meeting.</p> <ul style="list-style-type: none"> <li>• Research Clean Up Australia</li> <li>• Research one other organisation that aligns with Green Leaf Café's project objectives</li> <li>• Provide a recommendation regarding which organisation best aligns with the project's requirements.</li> <li>• Develop a list of resources needed for the project.</li> </ul>
<b>Stakeholder 4 – Project Team Leader</b>	
<b>Name:</b>	Team Members Name:
<b>Responsibilities:</b> <i>(Approximate word length 15 – 75 words)</i>	<p>Project Team to allocate responsibilities – The candidate's answer should reflect the team's decision from the project planning meeting.</p> <ul style="list-style-type: none"> <li>• Research SecondBite</li> <li>• Research one other organisation that aligns with Green Leaf Café's project objectives</li> <li>• Provide a recommendation regarding which organisation best aligns with the project's requirements.</li> <li>• Log the project and establish potential links with existing projects.</li> <li>• Develop a detailed project budget, encompassing all anticipated costs required to complete the project within the specified timeframe.</li> <li>• Develop a risk assessment by analysing and evaluating a minimum of three (3) risks. (Team Member 1 will assist in preparing a risk assessment by identifying three (3) risks)</li> <li>• Complete the resources template for each project team member. (Team Member 2 will assist in developing a list of resources needed for the project)</li> </ul>

c. Gary Aziz has responded to your email.

Use the budget template in the Project Management Tool Kit and the information in Gary's email below to develop an itemised project budget. The project budget is the total projected costs to complete the project within a timeframe.



To: Project Team Lead  
From: Gary Aziz  
Subject: Seeking Clarification on Project  
Attachments:

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Hi Project Team Lead,

I hope this message finds you well, and I appreciate your inquiries regarding staff compensation and reporting for our Green Leaf Café Community Engagement Project. Allow me to provide you with a comprehensive breakdown of the details:

**Overtime Pay:**

- The project team leader (yourself) will receive compensation for five (5) hours per week at \$30.00 per hour throughout the project.
- Both project team members will be compensated for four (4) hours per week at \$25.00 per hour for four (4) weeks.

**Mobile Phone Reimbursement:**

- The project team leader will receive \$10.00 per week for four (4) weeks.
- Likewise, the two project team members will be eligible for \$10.00 per week over the same 4-week period.

**Reporting Format:**

Please use the Project Management Tool Kit and the Report Template to plan, monitor and report the project.

Please reach out if you have any concerns or questions or require additional information.

Thanks for your continued support, and I look forward to our collaboration on this project.

Gary Aziz

Owner/Director Green Leaf Café [g.aziz@greenleafcafe.com.au](mailto:g.aziz@greenleafcafe.com.au)



# Budget Template

## Assessor Guide

The candidate's response must consider the scenario provided, the email response from Gary Aziz (Task 5c) and the Green Leaf Project Management Policy and Procedure.

The candidate's response must match the sample answer provided.

Project title:	Green Leaf Café Community Engagement Project		
Project sponsor:	Gary Aziz		
Project manager:	Student's name		
Item <i>E.g. Wifi</i>	Budget <i>E.g. \$45.00 p/m</i>	Actual <i>E.g. \$66.00</i>	Under/Over <i>E.g. \$21.00 over</i>
Wages (Project Team Leader) 5 hours @ \$30.00 per hour for 4 weeks.	\$600.00		
Wages (Project Team Member 2) 4 hours @ \$25.00 per hour for 4 weeks.	\$400.00		
Wages (Project Team Member 3) 4 hours @ \$25.00 per hour for 4 weeks	\$400.00		
Mobile Phone (Project team leader and 2 x Project team members) \$10.00 per week per person for 4 weeks.	\$120.00		
Travel Expenses	\$150.00		
<b>Totals</b>	<b>\$1670.00</b>		
Approved by:		Finalised by:	

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