



BSBPMG535

ASSESSOR GUIDE

Manage project information and communication

Assessment 1 of 5

Project

Assessment Instructions

Task overview

This assessment task consists of four short answer questions. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Access to your learning materials
- Access to a computer and internet
- Access to Microsoft Word (or a similar program)



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.

Short Answer Questions

Question 1

Complete the table below to describe the following meeting types used in project management.

Assessor instructions: Students must complete all fields in the table to describe the communication methods (meetings) and their application to a project. Word guidance may vary depending on the student's communication style (e.g. Start or at the start of a project).

Responses must be in the student's own words and include the same information provided in the sample answer below.

Meeting type	When is it held?	Who is involved?	What information is discussed at the meeting?
Kick-off meeting	<p>Word guidance: 1 to 6 words</p> <ul style="list-style-type: none"> At the start of a project 	<p>Word guidance: 15 to 30 words</p> <ul style="list-style-type: none"> Depending on the type of project, you may hold this meeting with: <ul style="list-style-type: none"> Your client Your project team Key people from your project team, as well as from your client. 	<p>Word guidance: 60 to 70 words</p> <p>Use this type of meeting as an information-gathering session to ensure you have every detail you need from your client.</p> <p>In team-address kick-off meetings, discuss and provide the team with clarity about:</p> <ul style="list-style-type: none"> the project goals the project's vision the deliverables the key milestone dates what is expected of the team the communication tools to be used <p>important information and documents to be used throughout the project</p>
Stand-up meeting	<p>Word guidance: 2 to 5 words</p>	<p>Word guidance: 2 to 3 words</p>	<p>Word guidance: 30 to 40 words</p>

	As needed throughout a project.	Project team members	Discuss important tasks that have been finalised, those in progress, and those about to start. Provides a platform for quick exchanges, questions and input on challenges and allows you and the team to exchange essential updates.
Project team meetings	Word guidance: 10 to 12 words At least weekly or fortnightly, depending on the size of their project.	Word guidance: 2 to 3 words Project team members	Word guidance: 30 to 40 words Report on the progress of their tasks and discuss upcoming work. This allows the team to present information and ask or answer questions, address challenges in greater depth and update each other on any pertinent developments.

Question 2

The following questions are about chat tools and discussion boards used in project management.

- a) List two examples of chat tools/discussion boards. Approximate word count: 2 to 4 words
- b) Explain how chat tools/discussion boards and channels are used in project management. Approximate word count: 80 to 90 words

A sample answer is provided below.

Assessor instructions:

a) The student must list:

- two examples of chat tools/discussion boards. There is a range of chat tools and discussion boards available, and alternative responses to the benchmark are acceptable. If a student provides an alternative response, the Assessor must verify the accuracy of the student's response by researching and checking that the student's response is a chat tool/discussion board.

A sample answer is provided below.

Slack and HipChat.

b) The student must:

- explain that chat tools/discussion boards are used for less formal project discussions and quick responses.
- channels related to various topics or projects and assign team members to a channel as needed. Team members can then see all messages relating to the channels in which they are involved.

A sample answer is provided below.

Chat tools and discussion boards offer a platform for short, less formal project discussions on a

level that does not need to be documented. Such tools help your team members get answers from each other quickly, especially if they work in different locations. In addition to direct individual messages, you can create channels related to various topics or projects and assign team members to a channel as needed. Team members can then see all messages relating to the channels in which they are involved.

Question 3

The following questions are about project management information systems and their use.

- a) List three examples of digital project management tools. Approximate word count: 2 to 4 words
- b) List eight features of digital project management tools. Approximate word count: 50 to 60 words

A sample answer is provided below.

Assessor instructions:

- a) The student must list:
 - three examples of digital project management tools. There are various digital project management tools available, and alternative responses to the benchmark are acceptable. If a student provides an alternative response, the Assessor must verify the accuracy of the student's response by researching and checking that the student's response is a chat tool/discussion board. It is expected that the student will select any **three** of the following from the learner guide: Wrike, Asana, Monday and TeamGantt
- b) The student must List any **eight features** of digital project management tools from the following list of twelve features:
 - Task list management (create tasks, assign responsibility, track and complete tasks)
 - Scheduling (schedule using Gantt charts, assign tasks, dependencies and schedule work in bulk)
 - Task management (Gantt and Kanban boards provide visual task management)
 - Customisable workflows
 - Time tracking
 - Collaborative editing
 - Communication tool (post comments against projects and tasks)
 - Easy resource management
 - Easy task assignment
 - File sharing, version control, storage, indexing and managing
 - Reporting tool
 - Integration with other tools (e.g. Gmail, zoom and academic or professional resource databases)

Question 4

Complete the table below to explain four methods used to evaluate information systems and communication processes. Approximate word count: 25-35 words for each method.

Assessor instructions: Students must complete all fields in the table to explain four methods used to evaluate information systems and communication processes.

Responses must be in the student's own words and include the same information provided in the sample answer below.

Method to evaluate information system and communication processes	In your own words, explain the evaluation method.
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Verbal feedback	For small or single-person exchanges, ask for feedback at the end of the discussion and take notes. This way, you can ensure that the next exchange is more productive.
Meeting evaluation forms	Hand them out to participants at the end of the meeting, but keep them brief. Alternatively, do this via email or another messaging medium immediately after the meeting.
Engagement profiles	This technique is used to measure the effectiveness of your overall communication plan and involves assessing the gap between the current and target attitude of each stakeholder.
Forums	Forums such as retrospective meetings or dedicated social media or PM platform channels are good mediums for channelling feedback from your team about the overall communication plan.

Assessment submission checklist:

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

1	4 short answer questions completed in the spaces provided.	<input type="checkbox"/>
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Congratulations you have reached the end of Assessment 1

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