



BSBPMG430

ASSESSOR GUIDE

Undertake Project Work

Assessment 2 of 2

Project

Project Overview

To complete this assessment, you must demonstrate your skills and knowledge by working through ten (10) 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.

Assessment Instructions

Task overview

This assessment task is divided into ten (10) 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 [Task 8]*
- *Green Leaf Café Report [Task 9]*

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

Computer with Internet access

Microsoft Word



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.

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.

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 Instructions

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	
Project title: <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>
Project sponsor:	<p>The student's response must agree with the answer below.</p> <p>Gary Aziz</p>
Project manager:	<p>Student's name</p>
Deliverables: <i>(Approximate word length 10-20 words)</i>	<ul style="list-style-type: none"> • Conduct initial research and identify six (6) community projects/charities that are aligned with Green Leaf Café values and culture to support • Choose three (3) appropriate projects that contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement. • Write a written report to the Project Sponsor, which includes: <ul style="list-style-type: none"> ○ Name of community project/charity ○ Outline of their purpose ○ Describe how Green Leaf Café could become involved <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"> • Mission • Vision • Values • Culture Statement <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.

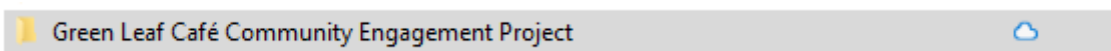
[Approximate word length 125 - 150 words]

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]

Assessor Instructions

The candidates must draft an email Gary Aziz to clarify :

- 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.

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

Email Template

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

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 Project*
 - *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]

Assessor Instructions

The candidates must draft an email to the team members introducing themselves and organising a date/time to hold their initial project planning meeting. The email must demonstrate the following documents have been attached:

- *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*

It must also list websites that the Team Leader wants the team to access and familiarise themselves with before the meeting.

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

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:

- 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

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 Colab. 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:

- Log the project and establish potential links with existing projects.
- Conduct a risk assessment, identifying, analysing, and evaluating a minimum of three (3) risks.
- Develop a detailed project budget, which encompasses all anticipated costs required to complete the project within the specified timeframe.
- Complete 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](#)
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- [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.

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.

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">• 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.• The Team Leader must allocate themselves SecondBite plus one other organisation.
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

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.

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- [One Tree Planted | Tree Planting Non-Profit: One Dollar, One Tree](#)
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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"> • 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. • The Team Leader must allocate themselves SecondBite plus one other organisation.
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 Instructions

For this role-play activity, the student must lead a project team meeting with two [2] other participants. The purpose of the meeting is to explore 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.

During the meeting, the team must nominate six organizations to investigate further, including OzHarvest Australia, Clean Up Australia, and SecondBite, aligning with Greenleaf Café's values and Culture Statement. The remaining three organizations will be decided collaboratively. Each team member will then be assigned two organisations to research further by the team leader.

Use the following Observation Checklist to record your observations while you watch the video. Where all criteria are demonstrated, write a general comment in the Student Assessment Feedback Form. Where one or more criteria are not demonstrated to a satisfactory standard, make a specific comment for each criterion requiring re-submission, including constructive feedback in the Student Assessment Feedback Form.

Observation Checklist (to be completed by the Assessor)	
Use this checklist while reviewing the recorded role play:	
Did the student....	Satisfactory/Not Yet Satisfactory
<p>Briefing the project team members on the project</p> <p>The candidate must brief the team members on the project deliverables as per the Project Scope template.</p> <p>Areas covered must include:</p> <ul style="list-style-type: none"> • Conduct initial research and identify six (6) community projects/charities that are aligned with Green Leaf Café values and culture to support • Choose three (3) appropriate projects that contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement. • Write a written report to the Project Sponsor, which includes: <ul style="list-style-type: none"> ○ Name of community project/charity ○ Outline of their purpose ○ Describe how Green Leaf Café could become involved ○ Describe what the input from the café would be [time, goods, money]. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory
<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"> • Actively listening to team members • Initiating open discussion and encouraging team members to share their thoughts and suggestions regarding the project. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory

<ul style="list-style-type: none"> • Encouraging participation in the project • Applying team member's suggestions on what projects to research further. 	
<p>Assigning each team member two [2] programs to investigate in more detail.</p> <ul style="list-style-type: none"> • 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. • 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. • 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. 	<p><input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory</p>
<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"> • 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. • Developing the project budget <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><input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory</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"> • Clearly defining which organisations each team member is researching • Asking team members if they understand the requirements of the task. • Encourage team members to ask questions if anything is unclear • Take notes and record which organisation each team member is researching 	<p><input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory</p>

<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"> • Encouraging open discussion and inviting other team members to share their views. • Repeating the question or concern to confirm their understanding and seeking clarification if needed. • 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. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<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><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</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"> • Paying close attention to what team members are saying • Showing that they are engaged by making eye contact, nodding, and providing verbal cues • Not interrupting the speaker • Paraphrasing and Summarising <p>The candidate can demonstrate questioning skills by:</p> <ul style="list-style-type: none"> • Asking open-ended questions • Seek clarification, e.g. "I'm not entirely clear on that point. Can you elaborate?" • Avoiding leading questions 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>

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 Instructions

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]
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- 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.

Assessor Instructions

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]
Stakeholders and responsibilities <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>	
Stakeholder 1 – Project Sponsor	
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.
Stakeholder 2 – Team Member [1]	

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"> • Research OzHarvest Australia • Research one other organisation that aligns with Green Leaf Café's project objectives • Provide a recommendation regarding which organisation best aligns with the project's requirements. • Assist in preparing a risk assessment by identifying a minimum of three [3] risks.
Stakeholder 3 – Team Member [2]	
Name:	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"> • Research Clean Up Australia • Research one other organisation that aligns with Green Leaf Café's project objectives • Provide a recommendation regarding which organisation best aligns with the project's requirements. • Develop a list of resources needed for the project.
Stakeholder 4 – Project Team Leader	
Name:	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"> • Research SecondBite • Research one other organisation that aligns with Green Leaf Café's project objectives • Provide a recommendation regarding which organisation best aligns with the project's requirements. • Log the project and establish potential links with existing projects. • Develop a detailed project budget, encompassing all anticipated costs required to complete the project within the specified timeframe. • 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) • Complete the resources template for each project team member. (Team Member 2 will assist in developing a list of resources needed for the project)

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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:

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



Budget Template

Assessor Instructions

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		
Totals	\$1670.00		
Approved by:		Finalised by:	

Task 6: Finalise Project Plan

Student Instructions

Read the two emails below from your project team members.

Access the Project Management Tool Kit and use the information provided in the emails from your team members to:

- Complete the Resource Template by identifying the Human, Physical and Financial resources needed to complete the project
- Complete the Reporting Requirements Report by outlining how progress will be reported during this project.
- Complete the Risk Management Template by identifying, analysing and mitigating three (3) potential risks.
- Update the Existing Project Log and answer the questions at the end of the log in the space provided.

Email 1



To:	Project Team Lead
From:	Project Team Member 1
Subject:	Assigned tasks from - Project Team Meeting
Attachments:	

Hi Project Team Leader,

Following our meeting the other day, I believe OzHarvest Australia best fits our project objectives. They align perfectly with Green Leaf Café's mission.

Also, we've thought about a few risks we need to consider and plan for:

- **Team Leader's Availability:** If you, as the Team Leader, can't make it due to illness or some unexpected situation, and there's no one to step in, it could slow us down.
- **IT Glitches:** Technical problems might affect our project's flow and communications.
- **Power Outages:** A power outage could disrupt our plans and even lead to data losses.
- **Team Member Resignation:** If someone on the team resigns, we'd have to shuffle responsibilities and adapt our plan.

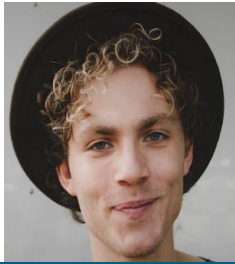
I am looking forward to hearing Gary's thoughts on my recommendation.

Kind regards

Project Team Member 1



Email 2



To: Project Team Lead
From: Project Team Member 2
Subject: Assigned tasks from - Project Team Meeting
Attachments:

Hi Project Team Leader,

After our recent meeting, I'm excited to recommend Clean Up Australia as the perfect fit for our project in line with Green Leaf Café's mission.

Also, as requested, I have put together a list of resources we'll need for the project to run smoothly:

- Computer
- Mobile Phone
- Desk
- Internet
- Printer

I'm eager to hear Gary's thoughts on my recommendation.

Best regards

Project Team Member 2



To be completed, saved and submitted for this task:

- a. Resource Template *[Green Leaf Café Project Management Tool Kit]*
- b. Reporting Requirements Template *[Green Leaf Café Project Management Tool Kit]*
- c. Risk Management Template *[Green Leaf Café Project Management Tool Kit]*
- d. Existing Project Log *[Green Leaf Café Project Management Tool Kit]*

Resources Template

Assessor Instructions

The candidate must access the Project Management Tool Kit and use the information provided in the emails from the team members to complete the Resource Template. In the Resource Template, they must identify the Human, Physical and Financial resources needed to complete the project

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	
<i>Identify all resources needed to complete this project.</i>		
Human	Physical	Financial
Project Team Lead	Computer Mobile Phone Desk Internet Printer	5 hours per week rostered project time
Project Team Member 2	Computer Mobile Phone Desk Internet Printer	4 hours per week rostered project time
Project Team Member 3	Computer Mobile Phone Desk Internet Printer	4 hours per week rostered project time

Reporting Requirements Template

Assessor Instructions

The candidate must access the Project Management Tool Kit and complete the Reporting Requirements Report by outlining how progress will be reported during this project.

Candidates should identify the reporting requirements for this project according to the Green Leaf Café Project Management Policy and Procedure.

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		
<p>Reporting requirements <i>Outline the requirements on how progress will be reported during this project. Refer to Green Leaf Café Project Management Policy and Procedure</i></p> <p><i>Indicate the frequency of each report submission, e.g. weekly.</i></p> <p><i>Include in the reporting requirements the person responsible for submitting and receiving specific reports within the project.</i></p>			
Stakeholder/s	Information needed	Timeframe	Communication method
All team members	Progress report	Fortnightly	Teams meeting / Email

Task 6c

Risk Management Template

Assessor Instructions

The candidate must access the Project Management Tool Kit and complete the Risk Management Template. The candidate's response must include three (3) risks that reflect Green Leaf Café's Risk Management Policy and Procedure and the scenario provided.

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

Item	Risk <i>e.g., Power Failure</i>	Likelihood <i>e.g., Possible</i>	Consequence <i>e.g., Moderate</i>	Risk Level <i>e.g., Medium</i>	Risk Response [Contingency] <i>e.g., Project team to relocate to the public library or reschedule</i>	Responsible <i>e.g., Project Leader</i>
1.	The Project Leader could call in sick, and there is no one to replace the team member.	Possible	Minor	Medium	Possible rescheduling of roster and/or project delays.	Project Team
2.	IT Failure	Possible	Major	High	Have all digital data backed up on a cloud.	Project Team
3.	Project team member resigns.	Possible	Minor	Medium	Allocate another staff member to the project team	Project Leader
4.		Choose an item.	Choose an item.	Choose an item.		

Task 6d

Existing Project Log

Assessor Instructions

The candidate must access the Project Management Tool Kit and complete the Existing Project Log.

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

Item	Project Description	Project Manager	Start date	Completion date	Project status
1.	Sourcing biodegradable plates and cutlery for catering services.	Ash Ketchum	11/05	--	<i>In Progress</i>
2.	Purchase of refrigerated truck for catering services.	Dawn Megumi	14/06	14/07	<i>Completed</i>
3.	Increase business share by expanding the range of meals and products to cater to the growing vegan market through advertisements over local radio stations.	Gary Aziz	16/07	--	<i>In Progress</i>
4.	Green Leaf Café Community Project.	Students Name	Date Student commences assessment		<i>In Progress</i>

Question: Are there any links between the proposed community engagement project, current projects, and Green Leaf Café's objectives? [Refer to Green Leaf Café's documents in your answer].

(Approximate word length 75 - 100 words)

Assessor Instructions

The candidate's response must consider Green Leaf Café Mission, Vision, Values, and Culture and reflect the sample answer provided.

Both the current project and the biodegradable cutlery demonstrate integrity and care for the environment, as stated in the three [3] following statements from Green Leaf Café's Mission, Vision, Values, and Culture:

- To embed environmental sustainability in all aspects of its operations
- To inspire people to choose a lifestyle that is healthier, sustainable and more compassionate through a plant-based diet
- We 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.

Task 7: Seek Approval for Project

Review the following documents to ensure they are complete:

- Existing Project Log
- Risk Management Template
- Budget Template
- Resource Template
- Project Stakeholder Template
- Reporting Requirements Template

Once you are satisfied that the planning process is complete, use the email template below to draft an email to Gary Aziz (your assessor). In the email, you must:

- Brief Gary on the three organisations your team has selected to research more:
 - Clean Up Australia
 - Oz Harvest Australia
 - SecondBite
- explain the approach your team took to develop the project plan and assign tasks
- attach copies of the completed:
 - Existing Project Log
 - Risk Management Template
 - Budget Template
 - Resource Template
 - Project Stakeholder Template
 - Reporting Requirements Template
- request Gary's authorisation to commence the project
- request Gary authorise the budget.

(Approximate word length 300 - 400 words)

Assessor Instructions

The candidates must draft an email to Gary Aziz (you, the assessor) requesting approval to implement their project plan. In the email, they must:

- Brief Gary on the three (3) organisations the team have recommended they research.
- Explain the team's approach to developing the project plan and assigning tasks.
- Attach copies of all the completed Project Plan documents to familiarise Gary with the plan's details.
- Request Gary's authorisation to commence the project and authorise the project budget.

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

Email Template

To: Gary Aziz
From: Students Name
Subject: Requesting approval to implement the project plan
Attachments:

- Existing Project Log
- Risk Management Template
- Budget Template
- Resource Template
- Project Stakeholder Template
- Reporting Requirements Template

Dear Gary,

I hope this email finds you well. I am writing to provide you with an update on our project planning process and seek your authorisation to commence the project.

During our planning phase, we have reviewed and developed the following documents, copies of which are attached:

- Existing Project Log: We have carefully documented and reviewed all relevant information related to existing projects to identify potential links and synergies.
- Risk Management Template: A comprehensive risk assessment has been conducted, identifying, analysing, and evaluating potential risks to our project.
- Budget Template: We have developed a detailed project budget that covers all anticipated costs required to complete the project within the specified timeframe.
- Resource Template: The resource allocation plan for each project team member has been completed, ensuring that all resources are accounted for.
- Project Stakeholder Template: We have outlined the responsibilities of each team member, clarifying their roles and duties within the project.
- Reporting Requirements Template: We've detailed the reporting requirements and expectations for the project.

Regarding the three organisations, we recommend for further research:

Clean Up Australia: Clean Up Australia encourages businesses to reduce waste, aligning with Green Leaf Café's commitment to embedding environmental sustainability in its operations.

Oz Harvest Australia: OzHarvest aims to reduce food waste and provide for those in need, reflecting Green Leaf Café's vision to inspire a healthier, sustainable, and compassionate lifestyle through a plant-based diet.

SecondBite: SecondBite focuses on ending waste and hunger by ensuring good food reaches those in need, aligning with Green Leaf Café's vision for a healthier, sustainable, and compassionate lifestyle.

We adopted a collaborative approach to assign tasks within our team, ensuring that each member's strengths and expertise were considered. The responsibilities were distributed as follows:

- Team Member 1 was responsible for researching and reporting on OzHarvest Australia.
- Team Member 2 was responsible for researching and reporting on Clean Up Australia.
- I was assigned the task of researching and reporting on SecondBite.

The team also collaborated on developing a list of resources and the risk management assessment.

I have attached the completed documents for your reference and review. Please let me know if you have any questions.

I kindly request your authorisation to commence the project and approve the budget.

Best regards,

[Candidates Name]

Project Team Leader

Green Leaf Café Project Team



*Remember to include details of all communication with your project team in the Communication Log.

Task 8: Role-play 2 – Implementing Project

Role-play instructions

The role-play/meeting must include at least number two (2) participants, must not exceed 15 minutes in duration and must address all elements of the Observation Checklist below.

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 role and responsibilities in the session and 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.

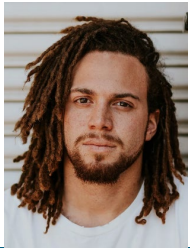
"This session/presentation is being recorded for assessment purposes for my course with Colab. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by 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-Play2_YourName_DDMMYYYY'.

Include this recording as part of your assessment submission.

Role-play context

The Project Team have received the following email from Gary Aziz.



To: Project Team Lead, Project Team Member 1, Project Team Member 2
From: Gary Aziz
Subject: Approval and Authorisation for Project Research
Attachments:

Hi Team,

I appreciate the thorough planning and the clear recommendations you've provided. I am pleased to approve and authorise the project team to research the three organisations you've suggested.

Please report back with a more comprehensive report which includes the following information for each organisation:

- Name of the organisation.
- Purpose of the organisation.
- How Green Leaf Café can become involved.
- The input of the café in the organisation's activities.

I also approve the budget and look forward to the progress of this project.

Cheers,

Gary Aziz

Owner/Director Green Leaf Café g.aziz@greenleafcafe.com.au



Instructions for student

This role-play activity will require you to organise a meeting with two (2) other project team members. You will all have to take an active part in the role-play.

Access and review the Green Leaf Café Report Template. You must use this template during the role-play meeting to communicate the project reporting requirements to the project team members.

Conduct a team meeting with your project team to determine the allocation of tasks, resources, and project completion timeframes. During this meeting, assign each team member the responsibility of conducting in-depth research and reporting on one of the selected organisations. When making these assignments, consider your team members' preferences regarding the organisation they want to research and report on. Assign them their preferred organisations unless there are compelling reasons not to do so.

All decisions made during this meeting (e.g. which task is assigned to which team member) should be carefully noted in the Project Stakeholders Template. You must allocate tasks equitably between yourself and the team members.

Prior to the 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, the Approval and Authorisation for Project Research email from Gary Aziz and a copy of the Green Leaf Café Report Template.

During the role-play, you will be assessed by demonstrating the criteria outlined below:

- Consulting team members and apply their views in planning the project.
- Communicating to project team members their responsibilities and project requirements.
- Participating in verbal discussions using clear language and appropriate features to present or seek information
- Using listening and questioning skills to seek information and confirm understanding.
- Using appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations.
- Communicating with project team members to generate input and engagement in implementing the project.
- Supporting team members to enable them to achieve deliverables.
- Participating in verbal discussions using clear language and appropriate features to present or seek information.
- Implementing plans for managing the project.

This meeting is to be a discussion and must not exceed 15 minutes in duration.

To be completed, saved and submitted for this task:

Recording of role-play 2 meeting

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

CONTEXT

You are a project team member 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 team presented Gary Aziz, the café owner, with three organisations meeting Green Leaf Café's objectives.

Gary has approved the team to further research each of the organisations.

Instructions for the participant role-playing Project Team Member 1

You are a project team member meeting with the project team to plan the implementation of the projects that Gary Aziz has approved.

Before the role-play meeting, read the scenario and the Approval and Authorisation for Project Research email from Gary Aziz and familiarise yourself with the Green Leaf Café Report Template.

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

During the meeting:

- Engage actively in the meeting by providing your input and suggestions.
- Expresses a desire to further research and complete the Oz Harvest Australia report.
- Ask the following question:
 - When does the work need to be completed?

Please note:

- You are not required to actually research and write the report for Clean Up Australia.
- The student being assessed will be recording this meeting and submitting the recording for assessment.

The candidate must demonstrate the following during the role-play meeting:
Consulting team members and applying their views in planning the project.
Communicating to project team members their responsibilities and project requirements.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Using listening and questioning skills to seek information and confirm understanding.
Using appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations.
Communicating with project team members to generate input and engagement in implementing the project.
Supporting team members to enable them to achieve deliverables.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Implementing plans for managing the project.

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

CONTEXT

You are a project team member 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 team presented Gary Aziz, the café owner, with three organisations meeting Green Leaf Café's objectives.

Gary has approved the team to further research each of the organisations.

Instructions for the participant role-playing Project Team Member 2

You are a project team member meeting with the project team to plan the implementation of the projects that Gary Aziz has approved.

Before the role-play meeting, read the scenario and the Approval and Authorisation for Project Research email from Gary Aziz and familiarise yourself with the Green Leaf Café Report Template.

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

During the meeting:

- Engage actively in the meeting by providing your input and suggestions.
- Expresses a desire to research further and complete the report for Clean Up Australia.
- Ask the following questions:
 - How do I report my progress on the project?

Please note:

- You are not required to actually research and write the report for Clean Up Australia
- The student being assessed will be recording this meeting and submitting the recording for assessment.

The candidate must demonstrate the following during the role-play meeting:

Consulting team members and applying their views in planning the project.

Communicating to project team members their responsibilities and project requirements.

Participating in verbal discussions using clear language and appropriate features to present or seek information.

Using listening and questioning skills to seek information and confirm understanding.

Using appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations.

Communicating with project team members to generate input and engagement in implementing the project.

Supporting team members to enable them to achieve deliverables.

Participating in verbal discussions using clear language and appropriate features to present or seek information.

Implementing plans for managing the project.

To be completed, saved and submitted for this task:

- *Recording of role-play meeting*

Assessor Instructions

The student must organise a meeting with two other project team members to discuss and plan the project. They must review the Green Leaf Café Report Template beforehand and utilise it during the meeting to communicate project reporting requirements effectively. During the meeting, the student must allocate tasks, resources, and project completion timeframes among team members. They must assign each team member the responsibility of conducting in-depth research and reporting on one of the selected organisations, considering their preferences, unless there are compelling reasons not to do so. All decisions made during the meeting, including task assignments, must be documented in the Project Stakeholders Template, ensuring equitable allocation of tasks among team members.

Use the following Observation Checklist to record your observations while you watch the video. Where all criteria are demonstrated, write a general comment in the Student Assessment Feedback Form. Where one or more criteria are not demonstrated to a satisfactory standard, make a specific comment for each criterion requiring re-submission, including constructive feedback in the Student Assessment Feedback Form.

Observation Checklist [to be completed by the Assessor]	
Did the student.....	Satisfactory/Not Yet Satisfactory
<p>Consult with team members and apply their views in planning the project</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> • Actively listening to team members • Initiating open discussion and encouraging team members to share their thoughts and suggestions regarding the project. • Encouraging participation in the project • Applying team members' suggestions on what should be included in each report section. • Acknowledging Team Member's desire to research further and complete the report for OzHarvest Australia. • Acknowledging Team Member 2's desire to research further and complete the report for Clean Up Australia. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Communicate to project team members their responsibilities and project requirements.</p> <p>The candidate must brief the team members on the project deliverables as per the Project Scope template. During this briefing, they must cover:</p> <p>Write a written report to the Project Sponsor, which includes:</p> <ul style="list-style-type: none"> • Name of community project/charity • Outline of their purpose • Describe how Green Leaf Café could become involved <p>Describe what the input from the café would be [time, goods, money].</p>	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>

<p>Participate in verbal discussions using clear language and appropriate features to present or seek information</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> • Using clear and concise language to convey their ideas • Present information to the team in a logical and structured manner, making it easier for the team members to follow • engaging in the conversation by actively listening to the other team members • Summarising key points or takeaways from the discussion when appropriate, ensuring everyone is on the same page • Summarising any decisions, action items, or next steps. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Use 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"> • Paying close attention to what team members are saying • Showing that they are engaged by making eye contact, nodding, and providing verbal cues • Not interrupting team members when they are speaking • Paraphrasing and summarising what they believe the team members are saying <p>The candidate can demonstrate questioning skills by:</p> <ul style="list-style-type: none"> • Asking team members open-ended questions • Seek clarification, e.g. "I'm not entirely clear on that point. Can you elaborate?" • Avoiding leading questions 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Use appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> • Encouraging team members to acknowledge their assigned roles and responsibilities to confirm their understanding. • Providing a brief overview of the project, its goals, and the expected outcomes to the team members. • Scheduling regular check-in meetings or status updates to review progress and ensure that everyone is on track with their assigned tasks. • Establishing communication guidelines, including preferred communication channels, frequency of updates, and protocols for reporting progress or issues. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>

<p>Communicate with project team members to generate input and engagement in implementing the project.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> Establishing communication guidelines, including preferred communication channels, frequency of updates, and protocols for reporting progress or issues. Scheduling regular check-in meetings or status updates to review progress and ensure that everyone is on track with their assigned tasks. During the meeting, actively engaging team members in open discussions, posing questions about project implementation and encouraging them to share their thoughts, ideas, and suggestions. Actively listen to team members as they share their input. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Support team members to enable them to achieve deliverables.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> Clearly defining which organisations each team member is further researching and writing a report on. Asking team members if they understand the requirements of the task. Encourage team members to ask questions if anything is unclear Taking notes and recording which organisation each team member is researching Answering questions from team members: <ul style="list-style-type: none"> How do I report my progress on the project? When does the work need to be completed? 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Participate in verbal discussions using clear language and appropriate features to present or seek information.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> Using nonverbal cues like nodding or smiling to acknowledge that you are listening and understanding. Allow the team member to finish their thoughts before responding. Rephrasing or summarising what the speaker has said. Respecting differing opinions. Allowing the team member to finish their thoughts before responding. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Implement plans for managing the project</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> Clearly defining which organisations each team member is further researching and writing a report on. Take notes and recording which organisation each team member is researching. Establishing communication guidelines, including preferred communication channels, frequency of updates, and protocols for reporting progress or issues. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none">• Scheduling regular check-in meetings or status updates to review progress and ensure that everyone is on track with their assigned tasks. | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

Task 9: Undertake the Project

Two weeks after your role-play planning meeting, you receive the following email from your project team members.

Email 1



To:	Project Team Lead
From:	Project Team Member 1
Subject:	Project Progress Report
Attachments:	<ul style="list-style-type: none">Green Leaf Café's Report Template

Hi Project Team Leader,

I wanted to provide you with an update on my progress regarding the project.

Unfortunately, I have been unwell for the past two weeks, which has prevented me from working on the project.

I've started the research and have made some headway documenting this. I've attached what I've managed to complete so far to this email. While I'm not as far along as I had hoped, I'm confident that the information I've gathered is valuable and aligns with Green Leaf Café's mission and values.

I'm feeling better now and will prioritise my responsibilities to complete my research on OzHarvest and update the project report template as soon as possible. However, given the time lost, I anticipate that I won't be able to meet next week's deadline.

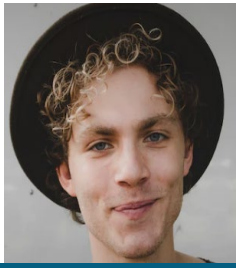
I kindly request a one-week extension to complete my part of the project. This additional time will allow me to thoroughly research OzHarvest and ensure that my contributions to the project are of a high standard.

Kind regards

Project Team Member 1



Email 2



To: Project Team Lead
From: Project Team Member 2
Subject: Project Progress Report
Attachments:

- Green Leaf Café's Report Template

Hi Project Team Leader,

I wanted to provide you with an update on my progress regarding the project.

I have completed my part of the project. I have thoroughly researched Clean Up Australia and documented my findings in the Report Template.

The organisation's mission and objectives align seamlessly with Green Leaf Café's commitment to environmental sustainability, making it a compelling choice for our project. I have attached the completed Report Template to this email for your review and consideration.

Best regards

Project Team Member 2



Project related issues

- During the project's first two weeks, the Café is unusually busy, causing you to work on the floor for some of your allocated project time. This delays the project by two weeks.
- With Team Member 1 absent for two weeks due to illness, you need to reassign some of her duties to Team Member 2. This included writing the project introduction and helping Team Member 1 scope out Green Leaf Café's commitment to the OzHarvest project.
- Due to these delays, you estimate you will need an extra four (4) hours to compile and proofread the report. Gary has approved the additional time.

Instructions to candidate

- a. Download the Green Leaf Café Report [Task 9], Complete your research and write your report. Combine the research and findings from your team members into a single report template. Prepare a draft copy of the report by:
 - Writing a conclusion that summarises the contents of the report.
 - Carefully reading the entire report, checking for grammatical errors, spelling mistakes, and clarity. Edit any sentences or sections that need improvement.
 - Ensuring the report follows a logical structure, with headings, subheadings, and sections properly formatted. Ensure the font, spacing, and layout are consistent throughout.
 - Review and double-check that references have been included.

Assessor Instructions

The finalised report is to be submitted at the end of Task 11.

- b. Update the project templates and logs in the Project Management Tool Kit to reflect the changes brought about by the project-related issues below. Make sure to account for any shifts in the project timeline, resources, and potential risks that have arisen.

Task a screenshot of the updated:

- budget template reflecting the actual cost of the project
- risk management template reflecting any additional risks you identified

and paste in the table below.

Screenshot of risk management template reflecting any additional risks you identified

Task 9b

Assessor Instructions

If the risk of a project team member being ill was not identified in the initial risk assessment [Task 6c], the Risk Management Template must be updated during the project [Task 9] to demonstrate the project-related issues have been considered.

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

Risk Management Template

Item	Risk <i>e.g., Power Failure</i>	Likelihood <i>e.g., Possible</i>	Consequence <i>e.g., Moderate</i>	Risk Level <i>e.g., Medium</i>	Risk Response [Contingency] <i>e.g., Project team to relocate to the public library or reschedule</i>	Responsible <i>e.g., Project Leader</i>
1. Task 6c	The Project Leader could call in sick, and there is no one to replace the team member.	Possible	Minor	Medium	Possible rescheduling of roster and/or project delays.	Project Team
2. Task 6c	IT Failure	Possible	Major	High	Have all digital data backed up on a cloud.	Project Team
3. Task 6c	Project team member resigns.	Possible	Minor	Medium	Allocate another staff member to the project team	Project Leader
4. Task 9	Project team member is sick.	Possible	Minor	Medium	Assess all project team members' workloads and reassign some tasks to other team members.	Project Leader

5.		Choose an item.	Choose an item.	Choose an item. item.		
6.		Choose an item.	Choose an item.	Choose an item. item.		

Screenshot of risk management template reflecting any additional risks you identified

Assessor Instructions

The budget must be revised to reflect the actual figures obtained (Task 9, Task 10), and a comparison must be made between the budgeted amount and the actual expenses incurred (Task 10).

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

Budget Template

Assessor Guide

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

The budget must be revised to reflect the actual figures obtained (Task 9, Task 10), and a comparison must be made between the budgeted amount and the actual expenses incurred (Task 10).

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 (Task 5c) <i>E.g. \$45.00 p/m</i>	Actual (Task 9, Task 10) <i>E.g. \$66.00</i>	Under/Over (Task 10) <i>E.g. \$21.00 over</i>
Wages (Project team leader) 5 hours @ \$30.00 per hour for 4 weeks.	\$600.00	\$720.00	\$120.00 over
Wages (Project team member 2) 4 hours @ \$25.00 per hour for 4 weeks.	\$400.00	\$400.00	
Wages (Project team member 3) 4 hours @ \$25.00 per hour for 4 weeks	\$400.00	\$400.00	
Mobile Phone (Project team leader and 2 x Project team members) \$10.00 per week per person for 4 weeks.	\$120.00	\$120.00	

Travel Expenses	\$150.00	\$98.00	\$52.00 under
Totals	\$1670.00	\$1738.00	\$68.00 over
Approved by:		Finalised by:	Students name

- c. The project's progress is at risk due to Team Member 1 being ill. To provide support to Team Member 1 and ensure the effective delivery of the project, you need to delegate some of her tasks to Team Member 2.

Use the email template below to draft an email to your team members informing them of the redistribution of workload.

[Approximate word length 150 -170 words]

Task 9c

Assessor Instructions

Students must draft an email to the team members informing them of the redistribution of the workload to ensure the effective delivery of the project. The student's response must reflect the benchmark answer below.

Email Template

To:	Project Team Member 1, Project Team Member 2
From:	Project Team Lead
Subject:	Project Progress
Attachments:	

Hi Team

I wanted to provide you with an update regarding our project progress.

Unfortunately, Team Member 1 has been unwell for the past two weeks, which has impacted her ability to work on the project. She has started the research and made some progress, but due to the time lost, she won't be able to meet next week's deadline.

In light of this, I need to reassign some of Team Member 1's duties to ensure we stay on track. Team Member 2, I kindly request your assistance in taking on additional responsibilities. Specifically, you will be responsible for writing the project introduction and assisting Team Member 1 in scoping out Green Leaf Café's commitment to the OzHarvest project.

Team Member 1, please focus on prioritising your health and well-being.

Team, let's support each other during this time and work together to ensure the success of our project. If anyone has any concerns or questions, please don't hesitate to reach out.

Thank you for your understanding and cooperation.

Best regards

[Candidates Name]

Project Team Leader

Green Leaf Café Project Team



Task 10: Role-play – Review the Project

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 Colab. 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-play 1_YourName_DDMMYYYY'.

Include this recording as part of your assessment submission.

Instructions for student

This role-play activity requires you to consult with your project team to review the project. 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, you must:

- Review the final draft report template with your team and make any changes.
- Complete the Project Review Template.
- Complete financial recordkeeping associated with the project and reconcile to the agreed budget.

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.

- *Completed Green Leaf Café Project Management Tool Kit*
- *Completed 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.

- Consulting and communicating with team members to generate input and engagement in project review.
- Providing support to team members to enable them to achieve deliverables.
- Using listening and questioning skills to seek information and confirm understanding.
- Participating in verbal discussions using clear language and appropriate features to present or seek information.
- Reviewing project outcomes and processes against the project scope and plan.

To be completed, saved and submitted for this task:

- *Recording of role-play 3 meeting*

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

CONTEXT

You are a project team member 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.

After in-depth research, the team has produced a draft report for Gary Aziz, the café owner, recommending three organisations the café could work with to meet Green Leaf Café's objectives.

You will be meeting with the project team leader and one other team member to:

- Review and finalise the draft report.
- Review the project expenses to ensure they align with the agreed budget.
- Completing the Project Review Template.

Instructions for the participant role-playing Project Team Member 1

Before the role-play meeting

Familiarise yourself with:

- *Green Leaf Café Project Management Tool Kit*
 - *Project Review Template*
 - *Budget Template*
- *Green Leaf Café Report Template*

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

During the meeting

- Engage actively in the meeting by suggesting any changes to the Report Template. The template should be complete. Revisions you could suggest include formatting changes, spelling errors, grammar errors and referencing.
- When reviewing the Project Review Template, give your opinion on whether the Project Deliverables were achieved.

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:
Consulting and communicating with team members to generate input and engagement in reviewing the project.
Using listening and questioning skills to seek information and confirm understanding.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Reviewing project outcomes and processes against the project scope and plan.

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

<p>CONTEXT</p> <p>You are a project team member 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.</p> <p>After in-depth research, the team has produced a draft report for Gary Aziz, the café owner, recommending three organisations the café could work with to meet Green Leaf Café's objectives.</p> <p>You will be meeting with the project team leader and one other team member to:</p> <ul style="list-style-type: none"> • Review and finalise the draft report. • Review the project expenses to ensure they align with the agreed budget. • Completing the Project Review Template.

Instructions for the participant role-playing Project Team Member 2

Before the role-play meeting

Familiarise yourself with:

- *Green Leaf Café Project Management Tool Kit*
 - *Project Review Template*
 - *Budget Template*
- *Green Leaf Café Report Template*

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

During the meeting

- Engage actively in the meeting by suggesting any corrections to the Report Template. The template should be completed. Revisions you could suggest include formatting changes, spelling errors, grammar errors and referencing.
- Advise the team leader that you have two taxi receipts that have not been reimbursed. These were incurred when meeting with Clean Up Australia's community engagement manager. The total amount of the receipts is \$98.00.

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:
Consulting and communicating with team members to generate input and engagement in reviewing the project.
Using listening and questioning skills to seek information and confirm understanding.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Reviewing project outcomes and processes against the project scope and plan.

To be completed, saved and submitted for this task:

Recording of role-play 3 meeting

Assessor Instructions

The student must organise a meeting with two other project team members to review the project. During this meeting, the student must:

- Lead the review of the final draft report template with the team and make any necessary changes based on feedback and updates.
- Complete the Project Review Template,
- Lead a review of the costs associated with the project, ensuring all expenses and income are accurately recorded and reconciled to the agreed budget.

Use the following Observation Checklist to record your observations while you watch the video. Where all criteria are demonstrated, write a general comment in the Student Assessment Feedback Form. Where one or more criteria are not demonstrated to a satisfactory standard, make a specific comment for each criterion requiring re-submission, including constructive feedback in the Student Assessment Feedback Form.

Observation Checklist (to be completed by the Assessor)	
Did the student.....	Satisfactory/Not Yet Satisfactory
Consulting and communicating with team members to generate input and engagement in reviewing the project. The candidate can demonstrate this by: <ul style="list-style-type: none"> Actively listening to team member's opinions about whether the deliverables were achieved. 	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Yet Satisfactory

<ul style="list-style-type: none"> • Initiating open discussion and encouraging team members to share their thoughts and suggestions during the project review. • Encouraging participation in the project review • Applying team members' suggestions on changes to formatting, grammar and spelling. • Including additional expenses to the budget. 	
<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"> • Paying close attention to what team members are saying • Showing that they are engaged by making eye contact, nodding, and providing verbal cues • Not interrupting team members when they are speaking • Paraphrasing and summarising what they believe the team members are saying <p>The candidate can demonstrate questioning skills by:</p> <ul style="list-style-type: none"> • Asking team members open-ended questions • Seek clarification, e.g. "I'm not entirely clear on that point. Can you elaborate?" • Avoiding leading questions 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Participating in verbal discussions using clear language and appropriate features to present or seek information.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> • Using clear and concise language to convey their ideas • Present information to the team in a logical and structured manner, making it easier for the team members to follow • Engaging in the conversation by actively listening to the other team members • Summarising key points or takeaways from the discussion when appropriate, ensuring everyone is on the same page • Summarising any decisions, action items, or next steps. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>
<p>Reviewing project outcomes and processes against the project scope and plan.</p> <p>The candidate can demonstrate this by:</p> <ul style="list-style-type: none"> • Asking team members open-ended questions • Actively listening to team member's opinions about whether the deliverables were achieved. • Initiating open discussion and encouraging team members to share their thoughts and suggestions during the project review. 	<p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Not Yet Satisfactory</p>

*Remember to include details of all communication with your project team in the Communication Log.

Task 11: Finalise the Project

After meeting with your project team to review the draft report, you must now finalise the project. To do this:

- Ensure all templates and logs within the Green Leaf Café Project Management Tool Kit have been appropriately filled out and completed.
 - Finalise the draft Green Leaf Café Report [Task 9].
- a. Submit Project Documents to Gary (Your Assessor) by uploading PDF copies of the following documents to the Learning Management System (LMS):
- Green Leaf Café Project Management Tool Kit
 - Your finalised report on community engagement options
 - This assessment document.
- b. The Project Team have received the following email from Gary Aziz.



To:	Project Team Lead, Project Team Member 1, Project Team Member 2
From:	Gary Aziz
Subject:	Project Completion - Great Job
Attachments:	

Hi Team,

I hope you're doing well. I wanted to drop you a quick message to say that I'm absolutely thrilled with how the Green Leaf Café project has turned out. It's my pleasure to sign off on the project and consider it completed officially.

I'm incredibly impressed with the three community project options you've proposed. They fit our values perfectly, and it's clear that you've put a lot of thought into them.

With this sign-off, we can move forward confidently and implement the chosen community projects. Let's keep making a positive impact on society and the environment.

Thanks again for your outstanding work, and I'm looking forward to Green Leaf Café's continued success in our community.

Gary Aziz

Owner/Director Green Leaf Café g.aziz@greenleafcafe.com.au



Using the template below, send an email to your project team members with the following information:

- Advise them that Gary Aziz has approved the project report.
- Provide some constructive feedback on the project process, highlighting areas of improvement and what went well.
- Inform them that they will return to their regular duties next week.

[Approximate word length 150 - 180 words]

Assessor Instructions

The candidates must draft an email to the project team advising them the project is now concluded, providing some feedback on the project process and advising them they will return to regular duties next week.

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

Email Template

Marking Guide

To:	Project Team Member 1; Project Team Member 2
From:	Students Name
Subject:	Project Completion
Attachments:	

Hi Team,

I hope you are having a great day!

I'm excited to inform you that we have completed and submitted the project report to Gary Aziz, and it has been approved. This is fantastic news, and it couldn't have happened without your hard work, dedication, and collaboration. I truly appreciate your contributions to this project.

I believe that constructive feedback is essential for our growth and development. Here are a few key points:

What Went Well:

The team's commitment and dedication to aligning Green Leaf Café with its mission, vision, and values were commendable. Your research and attention to detail played a crucial role in our success.

Areas of Improvement:

While we did exceptionally well, there's always room for improvement. In future projects, let's work on even more effective communication and coordination to ensure we meet our deadlines with less stress.

Starting next week, we'll shift our focus back to our daily duties within the café.

If you have any questions, please feel free to contact me.

[Candidates Name]

Project Team Leader

Green Leaf Café Project Team



Assessment checklist:

Candidates must have completed all activities in the assessment checklist before submitting.

Assessment Checklist		
Task	Activity	Tick when completed
Task 1	Green Leaf Café Project Scope Template [Green Leaf Café Project Management Tool Kit]	<input type="checkbox"/>
Task 2	Email to Gary Aziz [A2 Project Assessment document]	<input type="checkbox"/>
Task 3	Email to Project Team [A2 Project Assessment document]	<input type="checkbox"/>
Task 4	Recording of role-play 1 meeting	<input type="checkbox"/>
Task 5	<ul style="list-style-type: none"> <i>a.</i> Project Plan Parameters Table <i>b.</i> Project Stakeholders Template [Green Leaf Café Project Management Tool Kit] <i>c.</i> Budget Template [Green Leaf Café Project Management Tool Kit] 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Task 6	<ul style="list-style-type: none"> <i>a.</i> Resource Template [Green Leaf Café Project Management Tool Kit] <i>b.</i> Reporting Requirements Template [Green Leaf Café Project Management Tool Kit] <i>c.</i> Risk Management Template [Green Leaf Café Project Management Tool Kit] <i>d.</i> Existing Project Log [Green Leaf Café Project Management Tool Kit] 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Task 7	Email to Gary Aziz [A2 Project Assessment document]	<input type="checkbox"/>
Task 8	Recording of role-play 2 meeting	<input type="checkbox"/>
Task 9	<ul style="list-style-type: none"> • Updated Risk Management Template [Green Leaf Café Project Management Tool Kit] • Updated Budget Template [Green Leaf Café Project Management Tool Kit] 	<input type="checkbox"/> <input type="checkbox"/>

Task 10	Recording of role-play 3 meeting	<input type="checkbox"/>
Task 11	Finalised Report Green Leaf Café Project Management Tool Kit Email to Project Team (A2 Project Assessment document)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Congratulations! You have reached the end of Assessment 2.

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