



**BSBPMG420**

# Apply project scope management techniques

Assessment 1 of 3

Short Answer Questions

**Assessor Guide**



## Assessment Instructions

### Task overview

This assessment is divided into **nine [9]** short answer questions. Read each question carefully before typing your response in the space provided.



### 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.

## Question 1

List the **five (5)** components of a project scope management plan.

[Approximate word count: 60-70 words]

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- list, in any order, the five (5) components of a project scope management plan.

A sample answer is provided below.

1.	Process for preparing a detailed project scope statement.
2.	Process that enables the creation of the WBS from the detailed project scope statement.
3.	Process that establishes how the WBS will be maintained and approved.
4.	Process that specifies how formal acceptance of the completed project deliverables will be obtained
5.	Process to control how requests for changes to the detailed project scope statement will be processed

## Question 2

List **five (5)** factors that are likely to impact the project scope.

[Approximate word count: 15-20 words]

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- list five (5) factors that are likely to impact the project scope.

A sample answer is provided below.

1.	Variable resource levels
2.	Legal constraints
3.	Regulatory constraints
4.	Changing stakeholder requirements
5.	Managerial constraints

## Additional responses:

- external and internal risks
- constraints on time.

### Question 3

Identify **six (6)** steps a project manager typically follows to report and manage changes in a formal change-control process.

[Approximate word count: 50-80 words]

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- identify six (6) steps a project manager typically follows to report and manage in a formal change-control process.

A sample answer is provided below.

1.	Project manager drafts the change request.
2.	Details of the proposed change to be communicated to the project manager.
3.	Project manager provides the change request to the appropriate stakeholder for approval.
4.	The stakeholder considers the change request and advises the project manager.
5.	The project manager updates the project plan and other documentation where required.
6.	The project manager advises relevant stakeholders (sponsor, team members, etc.) of the changes.

### Question 4

Explain how work outcomes are measured in each of the areas listed in the following table.

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain how work outcomes are measured in each of the areas listed in the table.

A sample answer is provided below.

Areas	How are work outcomes measured in this area? (20-35 words)
Cost	Compare actual project expenses to date against what was originally budgeted for the project. This is done through variance analyses of actual project costs against estimated costs.
Schedule	Evaluate current project progress against schedule baselines. This is done through variance analyses of when milestones were accomplished against schedule baselines.
Quality	Evaluate the quality of project deliverables completed against project quality requirements and standards established at the beginning of the project. This is done through validation of scope, e.g. product reviews, walkthroughs, and inspections.

## Question 5

The following methods are used to measure project progress against the project plan. In the following table, explain how each method is applied.

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain how each method used to measure project progress against the project plan is applied.

A sample answer is provided below.

Methods	Explanation (20-30 words)
Units completed	This method is used when project tasks are done repeatedly, assuming that each task is completed at the same amount of time, resources and effort, each task is counted and totalled.
Incremental milestones	Also known as the 'steps' method, this is used for projects that involve subtasks that need to be completed in an orderly fashion.
Start/finish	This method is used to determine the percentage of the work completed and the percentage of the work that is still yet to be completed.

## Question 6

Explain the methods listed in the following table for reviewing project outcomes.

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain the methods listed in the table for reviewing project outcomes.

A sample answer is provided below.

Methods for reviewing project outcomes	Explanation (50-60 words)
Preparation of lessons learned document	This method is used to consolidate knowledge obtained from the process of conducting a project, including but not limited to what worked well in the project, challenges and issues encountered in the different aspects of the project (time, quality, cost, human resources, etc.), solutions implemented to overcome them, and recommendations for future projects based on this knowledge.

Conducting a postmortem/project review	This method is similar to the lessons learned documentation. However, this is done in a meeting format. During the postmortem meeting, the project's performance in terms of cost, schedule, and quality is reviewed and the team checks if the project stayed on budget, completed on time, and if the quality requirements were met/addressed.
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### Question 7

The following table lists methods used in controlling and monitoring the scope throughout the project lifecycle. In your own words, explain what happens in each method.

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain the methods used in controlling and monitoring the scope throughout the project lifecycle.

A sample answer is provided below.

Methods	Explanation (30–50 words)
Change request procedures	Change request procedures are followed to keep track of changes/modifications, proposed and implemented on document, deliverable, or baseline. It involves the submission of change requests, which are then reviewed and approved formally.
Updating the project management plan	Whenever changes are made to the project, i.e. when change requests are approved, project plans are also updated. Elements updated in the project management plan include but are not limited to scope management plan, requirements management plan, schedule management plan, cost management plan, etc.

### Question 8

In the following table there are the different types of project initiation documentation. In your own words, explain what each document is.

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain what each type of project initiation documentation is.

A sample answer is provided below.

Type of project initiation documentation	Explanation (25–40 words)
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Project charter	This document formally authorises a project or a phase documenting initial requirements that satisfy the stakeholder's needs and expectations. It provides the overall high-level description of the strategies and goals of the project.
Project scope statement	This project scope statement documents the project scope, major deliverables, assumptions, and constraints. It provides detailed descriptions of all the things that will be completed in the project.

### Question 9

In your own words, briefly explain how an audit score can be used as a measurable performance indicator.

[Approximate word count: 50-80 words]

**Assessor instructions:** Student responses are likely to include wording that is different from the sample answer provided. However, the acceptable responses must:

- be within the specified word limit
- reflect the characteristics described in the exemplar answer
- explain how an audit score can be used as a measurable performance indicator.

A sample answer is provided below.

An audit score is a measurable indicator that assesses how well project stakeholders adhere to the agreed scope management plan. For instance, each process might be evaluated based on specific criteria, with scores ranging from 0 [non-compliant] to 5 [compliant]. By aggregating these scores at the end of the audit, you can determine overall performance. A higher total score indicates better compliance with the scope management plan, while a lower score highlights areas needing improvement.

### Assessment checklist:

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

9 short answer questions to be completed in the spaces provided.	<input type="checkbox"/>
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**Congratulations, you have reached the end of Assessment 1!**

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