



BSBPMG430

Undertake project work

Assessment 2 of 5

Project



Assessment Instructions

Task overview

This assessment task includes one [1] activity. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- John Lewis's email
- Project Brief
- Organisational Chart
- Draft Project Plan Template
- Electronic Record-Keeping Procedures
- Risk Matrix

Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Case Study

Fusion Graphix is a Graphic Design Studio that offers B2B graphic design, web design and marketing services. They create print and digital media of high quality. Their goal is to make businesses not only look great but also meet all their expectations by delivering great results.

For the purpose of this assessment, you will play the role of Jackie Spade, the Administration Manager at Fusion Graphix. There is one team member, Beatrice Opal, the receptionist who reports to you.

Alan Smith, the CEO and John Lewis, the Studio Manager would like you to develop a project plan for the annual charity event.

The project start date is the 1st of August. The date of the event is the 10th of October.

Activity 1

Access, read and review the information provided in:

- John Lewis's email
- Project Brief
- Organisational Chart
- Electronic Record-Keeping Procedures
- Risk Matrix

After you review, the information you will need to:

- Develop a project plan using the **Draft Project Plan Template** by following the instructions provided in the template and save it as *Draft Project Plan_V1*.

Assessor instructions: Students must complete Activity 1 following the instructions provided. They will need to complete all the sections in the Project Plan.

A sample answer is provided in the Assessor's folder under the name **Draft Project Plan Guide**.

Assessment checklist:

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

Assessment 2		
1	Develop a project plan	<input type="checkbox"/>

Congratulations you have reached the end of Assessment 2!



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