



BSBPMG531

ASSESSOR GUIDE

# MANAGE PROJECT TIME

Assessment 4 of 6

Project



## Assessment Details

### Task overview

In this assessment, you will:

- Review and analyse the time management processes and documents.
- Complete a written review of the effectiveness of the project time management and document lessons learnt for continuous improvement.

Read the case study 'Complete Business Solutions Australia' and complete each step.

### Additional resources and supporting documents

To complete this assessment, you will need:

- Access to your learning materials
- Access to a computer, printer and internet
- Access to communication software program
- Access to the CBSA Organisational Policies and Procedures relevant to the operational aspects of the organisation
- Access to the CBSA Organisational Policies and Procedures relevant to the operational aspects of the organisation
- Access to the CBSA Lessons Learned form [template 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.

## Case study – Complete Business Solutions Australia

The following assessment tasks use a simulated business called Complete Business Solutions Australia (CBSA).

To begin this part, read the following e-mail and then complete the tasks that follow:



To: Tina Hughes (Tina.hughes@cbsa.com.au)  
From: Gavin Stead (Gavin.stead@cbsa.com.au)  
Date/time: Friday 3.30 p.m.  
Subject: Expansion of Marino Enterprises Stage 2

Good afternoon Tina,

Congratulations! I believe the launch of the new products went ahead as scheduled, and customers have been more than satisfied, as are the directors of Marino.

Once again, a job well done. This project outcome has brought value to the client's business and our organisation's professional image and ability to deliver what is required.

Would you please pass on my thanks to all the stakeholders involved? I know there were some challenges during the projects around getting schedules to align, but that was sorted out quickly and efficiently.

I look forward to reading the recommendations you make for improving the use of time management techniques and tools in future projects we are to deliver.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



## Task Instructions (for the student)

In this task, taking into account all of the processes, information available from the various sources and changes that have occurred over the project life cycle, review and analyse the project outcomes to determine the effectiveness of the schedule and the time management processes and documentation.

Complete the following steps.

### Steps

1. Review and analyse all time management documents, including schedules and critical path analysis for projects.
2. Complete the **Lessons Learned Form** to document the process of your review and lessons learnt. You must use appropriate format and language for the audience (Project Sponsor) and purpose, including:
  - a. use appropriate tone, e.g., business, clear and respectful
  - b. use appropriate structure, including the use of paragraphs, punctuation and grammar

# Lessons Learned Form

PROJECT DETAILS	
Project Name	
Project Manager	
Position	
Date	
PROJECT ANALYSIS AND REVIEW	
Information and process used to review and analyse the effectiveness of the schedule and time management processes against the project outcomes.  <u>[Approximate word count 50]</u>	
How effective were the project time management tools and techniques used?  <u>[Approximate word count 150-200 words]</u>	
What time management issues occurred over the project?  <u>[Approximate word count 150-200 words]</u>	
What needs improvement  <u>[Approximate word count 150-200 words]</u>	
Two recommendations for future projects (or what could be done differently) about selecting and using time management tools and techniques.  <u>[Approximate word count 150-200 words]</u>	



## Submission instructions

Submit your assessment via the LMS.

## Assessor Instructions

### Purpose of the Task

This part is designed for the student to demonstrate they can:

- Review and analyse time management documents, including schedules and critical path analysis for projects.
- Review, analyse and record their findings about project time management processes and scheduling changes and identify who will receive copies to inform continuous improvement.

### Reassessment Arrangements

Where students do not correctly or adequately demonstrate the skills and knowledge required for this task, they are to be given feedback. Depending on the level of performance and the area in which they did not demonstrate competence, you may:

- let them redo the task immediately after they have considered the feedback
- request they undertake further learning and redo the task at a later date. In this case, discuss timeframes for reassessment with the student and agree on a new date for submission.

### Guidance to Assessors About this Task

Use the following as guidance for assessing the task in this part.

Provide students with the date of submission for this task.

The student is to:

- Complete all sections of the Lessons Learned Form
- Outline the process of reviewing and analysing the effectiveness of the schedule and time management processes against the project outcomes
- Outline the background to the project's time management and scheduling, e.g., the Marino project to introduce four new products, start and end dates, and meetings on time management and scheduling.
- Include a brief outline of the time management issues that occurred over the life of the project, why they occurred and the impact they had on the project. These issues include faults identified from website testing, ingredients for new product testing not being available and changes in legislation. The students might suggest reasons such as:
  - external forces for ingredient supply not within project control – the impact was to throw out the schedule for a week and push all tasks forward a week but remain in the timeline as there was slack allowed
  - website testing – IT is renowned for not meeting deadlines – the impact was to change the launch date affecting both client income and business and CBSA integrity
  - legislative changes – external and out of project control – impact slightly as the requirement easily changed within the timeline.
- Refer to the time management techniques and tools used, e.g., critical path diagrams, time and resource estimating techniques, Gantt charts (or similar), network diagrams, PERT charts, WBS and status reports.
- Include two points about the effectiveness of the application, planning and implementation of the time management techniques and tools used. This will be the student's reflection on the effectiveness of how they felt about the way they managed project time.
- Two recommendations for what could be improved or done differently about selecting and using appropriate time management tools and techniques in a similar situation and in addressing the time management issues, e.g. information provided in a consistent format (days – not some as weeks and some as days); a project manager to be more aware of time management estimations and risks involved; use of software programs for scheduling; regular (weekly, daily) reports on project activities

across all phases; allow more time for website testing; have backup sources for ingredient deliveries and availability for product development.

- Use appropriate format and language for the audience (Project Sponsor) and purpose, including:
  - use appropriate tone, e.g., business, clear and respectful
  - use appropriate structure, including the use of paragraphs, punctuation and grammar
- Use the Assessment Marking Criteria checklist to record the outcomes of the tasks for this assessment part.

## Assessment submission checklist

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

The student has submitted:		Yes	No
1	Lessons learned form	<input type="checkbox"/>	<input type="checkbox"/>

## Assessment marking criteria

**Assessor instructions:** All sections/questions must be completed.

The evidence submitted demonstrates that the student has satisfactorily (S) covered the following criteria, or the evidence is not yet satisfactory (NYS) and requires resubmission.

		S	NYS
1	Completed the CBSA Lessons Learned in full	<input type="checkbox"/>	<input type="checkbox"/>
2	Described information and process used to review and analyse the effectiveness of the schedule and time management processes against the project outcomes.	<input type="checkbox"/>	<input type="checkbox"/>
3	Described the effectiveness of the project time management tools and techniques	<input type="checkbox"/>	<input type="checkbox"/>
4	Described the time management issues over the project	<input type="checkbox"/>	<input type="checkbox"/>
5	Identified improvements to project	<input type="checkbox"/>	<input type="checkbox"/>
6	Recommended two recommendations (or what could be done differently) about selecting and using time management tools and techniques	<input type="checkbox"/>	<input type="checkbox"/>
9	Used appropriate format and language for the audience (Project Sponsor) and purpose, including: <ul style="list-style-type: none"> <li>a. Use appropriate tone, e.g., business, clear and respectful</li> <li>b. Recommend improvements for the future</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

 Congratulations, you have reached the end of Assessment 4!

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