



BSBPMG531

ASSESSOR GUIDE

MANAGE PROJECT TIME

Assessment 5 of 6

Project



Assessment Details

Task overview

This assessment task is divided into two [2] parts:

- Part A – Develop a schedule for the indoor sustainable garden project [project]
- Part B – Review and amend the project schedule against the incidents that have occurred over the project life [project]

In Part A, you will develop a schedule presented in a Gantt chart format.

In Part B, you will review the project schedule against the incidents that have occurred over the project life and amend the project schedule documents as required.

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

Additional resources and supporting documents

To complete this assessment, you will need:

- Examples of project schedules from project stakeholders regarding time management [provided within the case study]
- A video recording device
- Computer, word processing or spreadsheet program

Assessment Information

Submission

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

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

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

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

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

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

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



Please consider the environment before printing this assessment.

Task Instructions Part A: Develop a schedule for the indoor sustainable garden project

You work as Tina Hughes, Sales and Marketing Manager for Complete Business Solutions Australia (CBSA).

You are to develop a schedule for the Indoor Sustainable Garden project and present it in Gantt chart format.

Assume for this task that the project begins on Monday, 1 Nov

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-mails 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: Monday 8.05 a.m.
Subject: Indoor Sustainable Garden

Good morning Tina,

Following our new focus on sustainable measures implemented in head office, the Board has given the go-ahead for the indoor sustainable garden wall in the foyer of the CBSA building. The members of the Board are pleased staff are becoming involved in sustainable activities and that the indoor garden will go some way to help reduce CO² within the building and improve air quality. They are looking forward to the finished product.

So, you are now cleared to go ahead with the project in the role of project manager and develop the project schedule.

Just to refresh our memory from our initial discussions, we agreed on the following:

- The overall project cost is to be under \$20,000 – I think we talked about the allocation being approximately around the following for design [\$3,500], builder costs [\$8,000], plants [\$4,000], watering system [\$2,000], and training of staff [\$600]. However, this is not set in stone and can be varied if you so choose as you work through preparing the schedule.
- Some staff will need to be trained in looking after the wall once it is installed – the actual face-to-face training by one tradesperson of CBSA staff is estimated to be about one hour only as it is very simple to maintain the plants.
- About six weeks for completion of the project seems about right, starting today, Monday [1 Nov]. Remember we work a 38-hour week – Monday to Friday.
- The local builder, Hannibal, will oversee the garden construction at his premises, the installation in the foyer, and the selected tradespeople's training before installation.
- I will be the project sponsor. Other than Hannibal and his tradespeople, Lucas Smith will be assisting you as a project officer, and we will need at least two CBSA staff to be trained for ongoing maintenance of the plant wall. The Human Resource Officer might need to be involved in some capacity for the training component.
- Initially, the project activities would fall under three main areas – offsite garden construction, onsite garden construction, and garden maintenance. Again, these were only initial thoughts; the areas can be varied or broken up as needed. As for the tasks required under each area you choose, you may need to do a little research on top of the information we discussed to identify sub-tasks.

Kind Regards,
 Gavin Stead
 Managing Director
 300 Fictional Way, Sydney, NSW 2000
 Phone: 1800 111 222
www.cbsa.com.au



Complete the following steps.

Steps

1. Based on the case study information, develop a project schedule and time management project documents that include the minimum:
 - a. Activity list, including start date, finish date, duration, milestones and risk rating for each milestone

Activity List					
Activities	Start date	Finish date	Duration	Milestone	Risk rating
Add more rows as needed					

- b. Estimated time for each activity plus mathematical calculations to determine the time

Insert your calculations here

- c. A predecessor table for project activities

Activity ID	Activity Description	Immediate predecessor
	Add more rows as needed	

- d. Network diagram, including dependencies between tasks

Insert the network diagram here or include it as an attachment

- e. Work breakdown structure (WBS), including tasks and subtasks

Insert the WBS here or include it as an attachment

f. WBS dictionary using the template created in Task 2, Part A

Copy the WBS dictionary here

g. An estimate of the human resource requirements, including their roles and responsibilities.

Roles	The expectation of the role	Authority	No of project persons	Duration (hours)
	Add more rows as needed			

h. Critical path analysis

Insert the network diagram here or include it as an attachment


i. An estimated cost for each sub-task

Insert estimate cost here or include it as an attachment

2. Prepare an e-mail to the Project Sponsor to advise of the schedule [Approximate word count: 30-50 words]

To:	
From:	
Date/time:	

Subject	
Salutation	
E-mail body	
Student name	
300 Fictional Way, Sydney, NSW 2000	
Phone: 1800 111 222	
www.cbsa.com.au	



Your e-mail must use:

- Appropriate language, correct punctuation and spelling
- Be appropriately formatted using appropriate tone and content for the purpose and audience
- Note: for this assessment, you will prepare the e-mail and upload a copy of the e-mail to the LMS for your assessor. You do not need to e-mail the message.

Submission instructions

Submit your assessment via the LMS.

Assessor Instructions Part A: Develop a project schedule

Purpose of the Task

This part is designed for the student to demonstrate they can follow a procedure to develop a schedule for a project and present it in Gantt chart format, including any associated documents.

Guidance to Assessors About this Task

There is no submission due date for this task.

Review all evidence and mark using the assessment checklist and assessment marking criteria to record the outcomes of this task. Example benchmark responses are provided below.

Create an activity list (or similar document) showing all of the activities to be completed in the project. This might be a list with or without dates or milestones. The information can be gathered from the e-mails provided.

- Identify and document the major milestones for the project either in the activity list (see example) or in a separate document.
- Milestones will differ between student responses, but each student must show they understand the critical points in the schedule to enable checking for compliance and if the project is on track to finish as projected.
- An example is given for garden maintenance only as guidance to the assessor.

- Accept variations of the following format.

Activities					
	Start date	Finish date	Duration	Milestone	Risk rating
Select staff to maintain the garden	29 Nov	3 Dec	5 days	0	Low
Train CBSA staff to maintain the garden	7 Dec	7 Dec	1 day	M	Medium
Monitor staff	8 Dec	10 Dec	Initially, 3 days then ongoing once a week	0	Low

NOTE: M = mandatory; 0 = optional

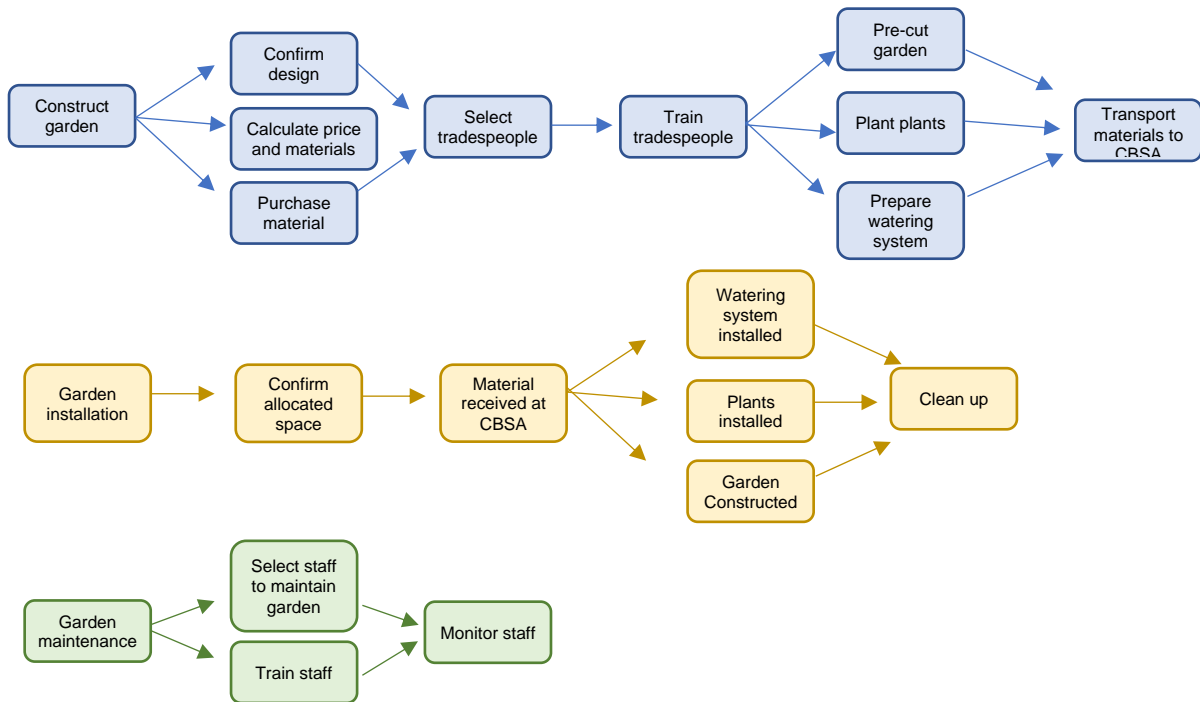
Document the predecessors for each project activity. The predecessors can be included in one of the previous tables, in a separate table or another suitable method, depending on the software program used. Each activity must have an identifier of some kind

- An example is provided for garden maintenance only. Accept variations of the following

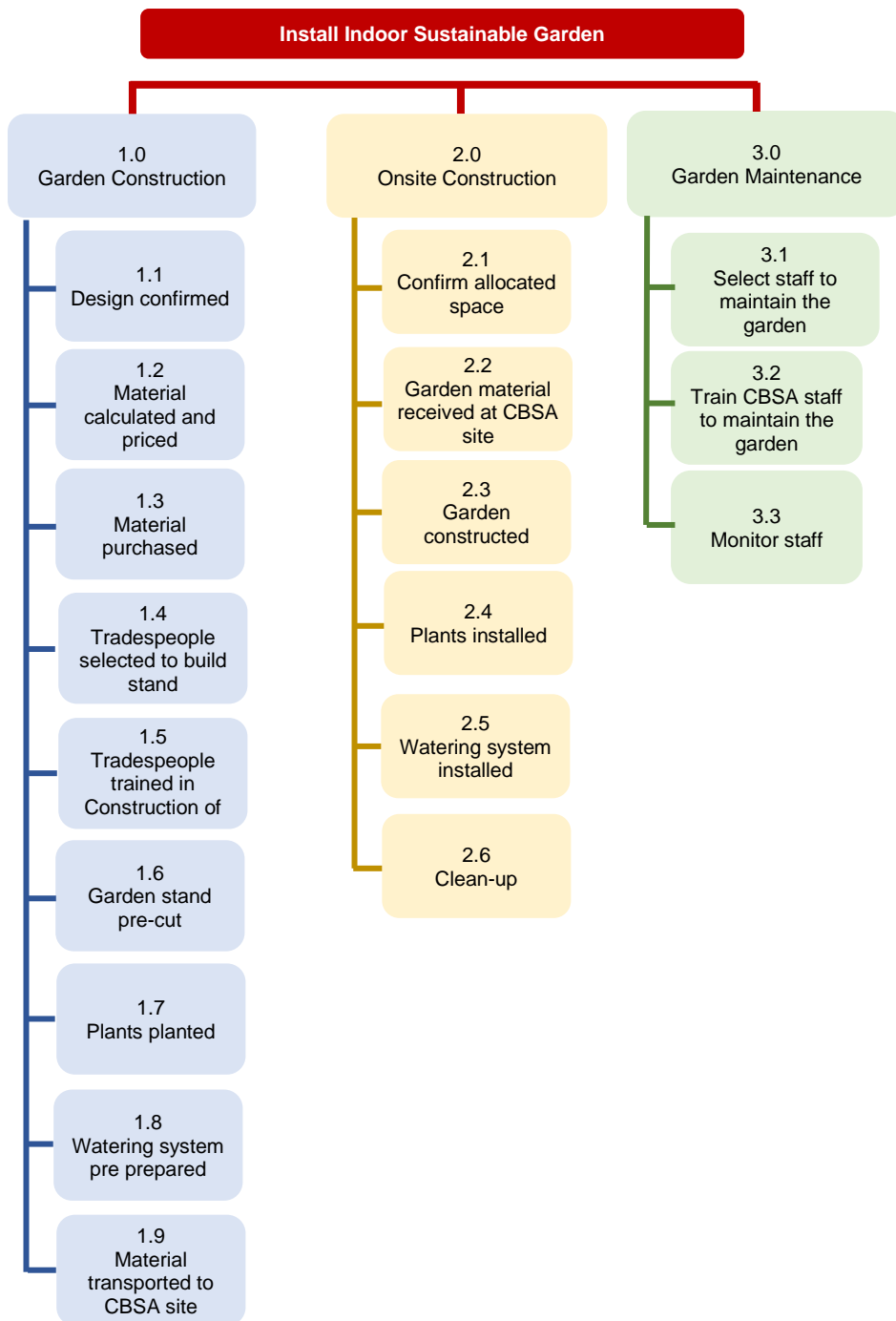
Activity ID	Activity Description	Immediate predecessor
1	Select staff to maintain the garden	none
2	Train CBSA staff to maintain the garden	1
3	Monitor staff	2

- Create a network diagram for activities to identify:
 - the sequence of the activities
 - the dependencies between the activities
 - when the activities start and finish

An example is provided. Accept variations of the following.



- Develop a WBS
- The student may present the WBS in their own format. However, they must show a hierarchy.
- An example is provided, but the student is not limited to this. Accept variations of the following.



- Create a WBS dictionary using the template created in Task 2 Part A, inclusive of the following headings at a minimum:

Code or account identifier is to include a reference number, e.g. 3.1 Staff selected to maintain the garden

Description of work is to include what needs to be done in detail, e.g. an e-mail invitation is to be sent out to all CBSA staff asking if they would like to be part of the project; replies received; replies considered; selection made on the passion for sustainable practices and evidence of behaving in a manner that meets sustainable guidelines and standards; successful staff contacted with further information

Duration is to include how long it will take to complete and deliver the work package in the project, e.g. one week [29 Nov to 1 Dec]

Assumptions and constraints include assumptions and constraints where it connects with other project tasks, resources, equipment etc., e.g. several staff will be interested in applying for the maintenance role

Dependencies and interdependencies identify the predecessors and successors of the work package to enable a network diagram to be created, e.g. no dependencies for this task

Schedule milestones include the critical points throughout the project that must be agreed to or passed before the next phase, or activity is enabled, e.g. staff selection completed and staff informed

Resources required and assigned include the tools, materials, equipment, or human resources needed for a task, e.g. HRO to prepare an e-mail, send to all staff, review the replies, make a selection and inform the successful staff

Cost estimates include the budget allocated to complete each individual work package and, when totalled, the overall budget for the project, e.g. costs for recruitment covered under HR role and responsibility; training day cost \$600

Acceptance criteria include the conditions and circumstances under which the work package will be accepted and is generally derived from the project requirements, e.g. staff must exhibit behaviours that meet sustainable organisational standards

Approval details include how the WBS will be accepted by the client/project sponsor and the date it is approved, e.g. the program sponsor will review the project schedule at a meeting with the project manager and approve it with any changes to be made at the meeting

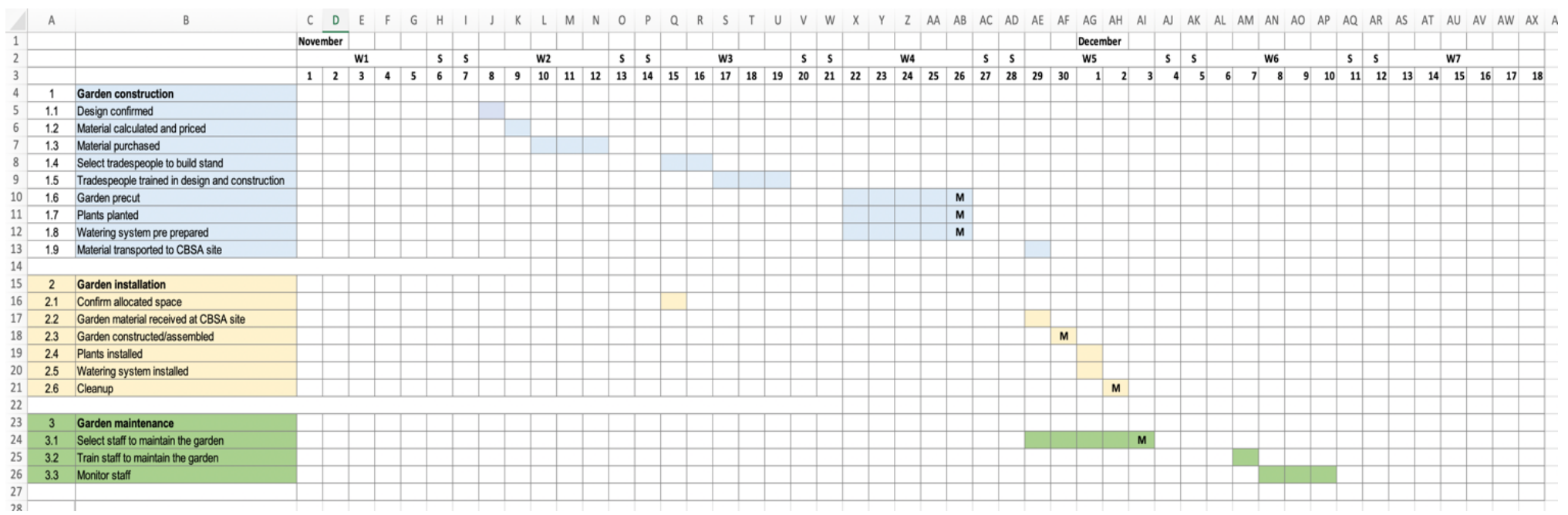
An example is provided for the format using 3.1 garden maintenance as example content. Accept variations of the following.

ID	Task	Work description	Duration	Assumptions and constraints	Dependencies and interdependencies	Schedule milestone	Resources required	Cost estimates	Acceptance criteria	Approval details
3.1	staff selected to maintain garden	an email invitation is to be sent out to all CBSA staff asking if they would like to be part of the project; replies received; replies considered; selection made on passion for sustainable practices and evidence of behaving in a manner that meet sustainable guidelines and standards; successful staff contacted with further information	1 week (29 Nov to 1 Dec)	a number of staff will be interested in applying for the maintenance role	no dependencies for this task	staff selection complete and staff informed	HRO to prepare email, send to all staff, review the replies, make a selection and inform the successful staff	costs for recruitment covered under HR role and responsibility; training day cost \$600	staff must exhibit behaviours that meet organisational sustainable standards	the program sponsor will review the project schedule at a meeting with the project manager and approve it with any changes to be made at the meeting

- Complete a critical path analysis and document the outcome, e.g. the project is estimated to take five weeks [20 days] at its longest length
- Undertake an estimate of the human resources needed for the project – identify the roles, expectations and authority, number of persons and hours required for each role in the project

Roles	The expectation of the role	Authority	No of project persons	Duration [hours]
<i>Project Manager</i>	<i>Manage the indoor sustainability project</i>	<i>Overarching decisions on all of the sustainability projects, e.g. budget, quality, schedule, resources, performance</i>	<i>1</i>	<i>2 hours per day</i>
<i>Tradespeople</i>	<i>Tradespeople are expected to:</i> <ul style="list-style-type: none"> ▪ <i>Prepare the garden offsite</i> ▪ <i>Construct the sustainable indoor garden within the CBSA foyer</i> ▪ <i>Speak to people in a friendly and courteous manner</i> 	<i>Minor decisions for indoor sustainable garden build following plans and builder instructions</i>	<i>2</i>	<i>8 hours per day</i>
<i>Local builder</i>	<i>The builder will be expected to:</i> <ul style="list-style-type: none"> ▪ <i>Train the selected tradespeople in the construction of garden</i> ▪ <i>Oversee the construction of the sustainable indoor garden</i> 	<i>Decisions on construction Decisions about construction and activities, quality of build and H&S Decisions on the transport of materials Scheduling of breaks</i>	<i>1</i>	<i>2 hours over the day</i>
<i>Human Resource Officer (HRO)</i>	<i>Select staff for a maintenance role Manage CBSA staff and tradespeople when onsite at CBSA offices Ensure all staff trained for the role required</i>	<i>Decisions affecting the CBSA staff and tradespeople and their role when on site</i>	<i>1</i>	<i>8 hours per day</i>
<i>CBSA staff</i>	<i>Maintain the ongoing maintenance of the garden</i>	<i>Decisions affecting the amount of water, replacement of plants that die and pruning of plants as needed</i>	<i>2 in case one is sick on leave</i>	<i>1 hour per week ongoing</i>

- Develop the schedule using a Gantt chart. Students may present the Gantt chart using a spreadsheet or project software. This is an example only, and students are not limited to this. The Gantt chart can be submitted as a separate attachment or inserted into the assessment.



- Provide an estimate of the resource requirements for each task
- Provide an estimated cost for each subtask
- Use correct project terminology for the purpose and audience of each document prepared, e.g. schedule, Gantt chart, milestones, acceptance criteria
- Use appropriate language for the purpose and audience of each document prepared, e.g. business language and structure, acronyms explained
- Present information in a clear, logical and easily understood sequence

3. Prepare an e-mail to the Project Sponsor to advise of the schedule.

To:	Gavin Stead
From:	Student name
Date/time:	Date
Subject	Must be relevant, for example, Project schedule or Indoor sustainable project

Salutation, For example, Hi Gavin

E-mail body

For example, I am writing to advise you of the project schedule for the indoor sustainable project, and I have attached a copy of the schedule for your information.


Please let me know if you have any questions.

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



The e-mail must use:

- Appropriate language, correct punctuation and spelling
- Be appropriately formatted using appropriate tone and content for the purpose and audience

Assessment marking criteria Part A: Develop a schedule for the indoor sustainable garden project

Assessor instructions: All sections/questions must be completed

Assessment submission checklist

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

1a	Activity list including start date, finish date, duration, milestones and risk rating for each milestone	<input type="checkbox"/>	<input type="checkbox"/>
1b	Estimated time for each activity plus mathematical calculations to determine time	<input type="checkbox"/>	<input type="checkbox"/>
1c	A predecessor table for project activities	<input type="checkbox"/>	<input type="checkbox"/>
1d	Network diagram including dependencies between tasks	<input type="checkbox"/>	<input type="checkbox"/>
1e	Work breakdown structure (WBS), including tasks and subtasks	<input type="checkbox"/>	<input type="checkbox"/>
1f	WBS dictionary	<input type="checkbox"/>	<input type="checkbox"/>
1g	Estimate of human resource requirements, including roles and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
1h	Critical path analysis	<input type="checkbox"/>	<input type="checkbox"/>
1i	An estimated cost for each subtask	<input type="checkbox"/>	<input type="checkbox"/>

Assessment marking criteria

MARKING CRITERIA		Assessors are to indicate the result as Satisfactory [S] or Not Yet Satisfactory [NYS]	
1a	The student submitted an activity list and included: <ul style="list-style-type: none"> a list of activities start and finish dates duration milestones risk rating 	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1b	Estimated time for each activity and included accurate mathematical calculations	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1c	The student submitted a predecessor table for project activities identifying each activity and its immediate predecessor	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1d	The student created a network diagram and identified dependencies between tasks	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1e	The student developed a WBS, including tasks and subtasks	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1f	The student provided a WBS dictionary	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1g	The student estimated HR requirements, including roles and responsibilities	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1h	The student presented a critical path analysis	<input type="checkbox"/> S	<input type="checkbox"/> NYS
1i	The student estimated the cost for each subtask and showed calculations	<input type="checkbox"/> S	<input type="checkbox"/> NYS

Task Instructions Part B: Review and amend the project schedule against the incidents that have occurred over the project life [project]

You work as Tina Hughes, Sales and Marketing Manager for Complete Business Solutions Australia (CBSA).

Read the information about incidents during the project life cycle and then complete the following steps.

a) You received an e-mail from Gavin seven days into the project. It is a change of scope to add the CBSA logo to the garden wall as a marketing strategy and to improve CBSA's image. You have completed some preliminary work. The estimates for the additional design and building of the frame will be between \$4,500 and \$5,500, depending on the plant selection and will probably extend the project by an additional week.

You have had the changes approved by Gavin.

b) You received a telephone call from the HR Manager requesting you to assist at a seminar held at the CBSA office next week on Wednesday. The seminar has several external clients attending. The seminar is from 11.00 a.m. to 2.00 p.m. over lunch.

c) On Consulting your diary, you see that is the day the garden is to be installed. The tradespeople are due to arrive and start work at 7.00 a.m., and they estimate it will take the best part of the day to install the garden.

d) The garden wall has been installed. Unfortunately, one of the pots drops and damages the floor.

e) During the final stage of the project, where the CBSA staff members are to be trained in maintaining the garden, one of the staff did not turn up to the training and did not let anyone know they were going to be absent.

Complete the following steps.

Steps

1. Based on the case study information, implement changes to the project schedule and communicate the changes by email to your assessor. This will require you to:
 - a. analyse the incidents and review them against the project schedule
 - b. document the procedure you used to undertake the review – this may be a diagram or step-by-step explanation
 - c. forecast and document the impact of the changes to the schedule and the risk to successful project completion [Approximate word count: 50-100 words]
 - d. outline the actions you will take in response to each incident and why the actions have been taken [Approximate word count: 50-100 words].
 - e. complete the decision log template for each incident and include a statement about the purpose of the decision log document to manage changes to the schedule in the appropriate area on the template
2. Review the project schedule developed in Part A and update it based on the changes. Ensure you save as a new version and highlight the amendments in the new version.

Activity List								
Activities	Start date	Finish date	Duration	Milestone	Risk rating	Revised end date	Variance	Revised end date

Add more rows as needed								

3. Complete a time impact analysis and prepare an email to the sponsor about the changes:
- a. Complete a time impact analysis to identify the baseline variance for the requested change. Show your calculations and notes below.

- b. Prepare an e-mail to the Project Sponsor to:
 - explain the changes and the impact on the schedule and project outcome.
 - ask for approval from the Project Sponsor about the required changes.
 [Approximate word count: 50-100 words]

To:	
From:	
Date/time:	
Subject	

Salutation


E-mail body

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Your email must use:

- Appropriate language, correct punctuation and spelling

- Be appropriately formatted using appropriate tone and content for the purpose and audience
- Note: for this assessment, you will prepare the email and upload a copy of the email to the LMS for your assessor. You do not need to email the message.

Assessor Instructions for Part B: Review and amend the project schedule against the incidents that have occurred over the project's life

Purpose of the Task

This part is designed for the student to demonstrate they can analyse and review incidents, identify baseline variance and make decisions about actions to be taken, and schedule amendments.

Guidance to Assessors About this Task

There is no submission due date for this task.

Review all evidence and mark using the assessment checklist and assessment marking criteria to record the outcomes of this task. Example benchmark responses are provided below.

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

Provide students with the date of submission for this task.

The student must:

- Document the procedure used to undertake the review and analyse. This might be a diagram or explanation
- Forecast and document the impact of the changes to the schedule
- Forecast and document the risk of the incidents to successful project completion as outlined in the schedule
- Outline the actions they will take in response to each incident and why

Students may respond in different ways to the incidents. Some examples are provided, but the student is not limited by these. Accept variations to the following that are realistic changes that might be made and relevant to the indoor sustainable garden project

- a) **You received an e-mail from Gavin seven days into the project. It is a change to scope involving adding the CBSA logo to the garden wall as a marketing strategy and to improve CBSA's image. You have completed some preliminary work, and the estimates for the additional design and building of the frame will be between \$4,500 and \$5,500, depending on the plant selection and will probably extend the project by an additional week.**

You have had the changes approved by Gavin.

The initial impact is on the scope document as it will extend the scope beyond the initial agreement. This has the flow-on effect of adding to the budget – which has been approved by the Board and the project sponsor

The schedule is also affected in that the additional plant selection for the logo has to be reviewed against the agreed plant selection for compatibility, and the design needs to be redone. The project sponsor has approved this change.

The suggested change to the deadline for this task is one week, extending the final project completion date.

The Gantt chart will need to be amended – this may change the critical path

The networking document may need to be amended depending on whether it is necessary to move the order of the tasks

The risk assessment may need to be altered.

The change in project completion date may affect the availability of resources

The costing for project tasks is to be amended to add \$5,500

The change will need to be recorded and tracked using change management documents such as a change management or decision log. These documents are a record of what has and is occurring, and the time the activities will be started and completed

- b) You received a telephone call from the HR Manager asking you to assist at a seminar to be held at the CBSA office next week, Wednesday. The seminar has several external clients attending. The seminar is from 11.00 a.m. to 2.00 p.m. over lunch.

On Consulting your diary, you see that is the day the garden is to be installed. The tradespeople are due to arrive and start work at 7.00 a.m., and they estimate it will take the best part of the day to install the garden.

There is little or no impact on the project schedule. The project manager can be in the foyer at the arrival of the tradespersons to deal with any issues or questions. The seminar is in the middle of the day; therefore, the project manager can check the installation progress after the seminar. The project manager can tell the tradespersons if there are any urgent issues to let Hannibal know – Hannibal can speak with the CBSA receptionist, who can get the project manager out of the seminar if necessary, as it is being held in the CBSA offices

- c) The garden wall has been installed. Unfortunately, one of the pots drops and damages the floor.

This particular incident may not affect the schedule, but it will affect the budget and negotiations about who will fix the damaged floor. Changes may need to be made retrospectively to the budget document, but the project itself will not be extended as the plant wall has already been installed.

- d) During the final stage of the project, where the CBSA staff members are to be trained in maintaining the garden, one of the staff did not turn up to training nor let anyone know they were going to be absent

This incident will delay the sign-off of the project completion. Although the project will be mostly completed, it is a requirement that two staff be trained. If one person did not turn up, the training would be cancelled, or one person would need to be trained later.

This will require changes to the Gantt chart, possibly the task allocation, project completion dates and overall performance of the project deliverables.

It may impact the budget as the second person will need to be trained at another time, thus requiring the tradesperson to be available. Or the CBSA person trained will need to train the second person – this may affect the quality of the training or learning.

HR may need to become involved as it is a human resource issue, but this does not affect the schedule as such

- Complete the decision log template for each incident and include a statement about the purpose of the decision log document concerning managing changes to the schedule in the appropriate area on the template

An example of one incident is provided. Accept variations of the content.

Project Name:		Indoor Sustainable Garden																
Purpose of decision log:		The decision log is used to monitor and track the decisions made as a result of incidents that may affect a change to the schedule																
Identifier	Date	Incident	Description	Impact	Rationale behind decision	Priority of decision			Status of decision			Location of documenting decision (if applicable)	Person responsible for implementing decision	Person accountable for the outcome of the decision	Actions to be taken	Date decision/action completed	Escalated to upper management	Notes and comments
Unique for this decision	Date decision entered	The incident (4 or 5 words)	Brief description of decision	Brief description of impact (if not decision is taken)	Reason why decision needs to be taken	H	M	L	Started	In progress	Not started	e.g. Minutes of meeting						
1	dd/mm/yyyy	pot dropped and damaged floor	no change to schedule retrospectively amend budget negotiate payment with builder and insurer	no change to schedule as plant wall already installed	fix damage to floor - image of CBSA							N/A	Project manager	Project Manager Managing Director	negotiate with builder			

2. Review the project schedule developed in Part A and update it based on the changes. Ensure you save as a new version and highlight the amendments in the new version.

The student must modify the schedule developed in Part A to document the changes to activities, start and finish dates and duration.

The student may modify the documents for the project to show the variance in the end dates for the scenarios. The dates entered may vary. For example:

Activity List									
Activities	Start date	Finish date	Duration	Milestone	Risk rating	Revised end date 1	Variance	Revised end date 2	
Completion of garden wall	29 Nov	3 Dec	5 days	0	Low	10 Dec	1 Week		
Train CBSA staff to maintain the garden	7 Dec	7 Dec	1 day	M	Medium	17 Dec	1 week		
Monitor staff	8 Dec	10 Dec	Initially, 3 days then ongoing	0	Low				

			once a week					
Add more rows as needed								

3. Prepare an email to the sponsor about the changes and include the following information:
 - a. Complete a time impact analysis to identify the baseline variance for the requested change
 - b. 50-100 words explaining the changes and the impact on the schedule and project outcome

Submission instructions

Submit your assessment via the LMS.

Assessment checklist:

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

The student has submitted a project schedule and documentation that includes:		Yes	No
1	Documented explanation of the review procedure	<input type="checkbox"/>	<input type="checkbox"/>
2	Explanation as to the impact of the incidents on the schedule and the project deliverables, and desired outcome as a whole	<input type="checkbox"/>	<input type="checkbox"/>
3	Decision log template	<input type="checkbox"/>	<input type="checkbox"/>
4	Amended project schedule and other associated time management documents	<input type="checkbox"/>	<input type="checkbox"/>
5	Outline of actions taken in response to incidents	<input type="checkbox"/>	<input type="checkbox"/>

Assessment marking criteria Part B: Review and amend the project schedule against the incidents that have occurred over the project life

Assessor instructions: All sections/questions must be completed. Refer to the template for sample answers and benchmarks.

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	Analyse project incidents and review them against the project schedule, including: <ul style="list-style-type: none"> <input type="checkbox"/> Documenting the procedure used to undertake the review <input type="checkbox"/> Forecasting the impact the incidents may have on the schedule and the risk to successful project completion <input type="checkbox"/> Outlining the actions taken in response to each incident <input type="checkbox"/> Making amendments to two time management documents <input type="checkbox"/> Clearly showing where the project schedule and any associated documents were amended 	<input type="checkbox"/>	<input type="checkbox"/>



Congratulations, you have reached the end of Assessment 5!

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