

**ASSESSOR BENCHMARK**

PROJECT STATUS REPORT	
<b>Project Sponsor</b>	CBSA
<b>Project Name:</b>	Small Business Conference
<b>Project Manager:</b>	Billy Walsh

**Project Status:** (Word guidance: 30 to 40 words)  
<<The current state of the project (on track, at risk, off-track).>>

*Student's words will vary but their response must include:*

- the current project is off track or at risk.
- Concerns over the dates, venues available and costing should be identified as reasons.
- Registrations are coming in much slower than anticipated and may not generate as many delegates

**Progress Summary:** (Word guidance: 10 to 20 words)  
<<Summarise the overall progress of the project based on the milestones identified in the PMP.>>

*Student's words will vary but their response must include:*

- milestones sitting in relation to original planning from the PMP
- Outline the project report from Sally
- Venue research has been completed and date needs to be confirmed

**Project Issues:** (Word guidance: 35 to 50 words)  
<<Provide a summary of any issues identified and summarise planned actions to address each issue.>>  
<<Discuss any potential/required project changes.>>  
<<Discuss the impact of any issues or changes required.>>

*Student's words will vary but their response must include:*

- Issues as outlined in the email from Sally with venue, dates and costing issues
- Identify the potential need to move the date to November and benefit to the budget that that this would present

### CHANGE REQUEST

<b>Project Sponsor</b>	CBSA
<b>Project Name:</b>	Small Business Conference
<b>Requested by:</b>	Billy Walsh

**Change Request Description:** (Word guidance: 10 to 30 words)

<<Describe the change being requested.>>

*Student's response must include:*

*Change of date to November for the conference*

**Reasons for the Change Request:** (Word guidance: 23 to 30 words)

<<Describe the reasons and purpose of the request.>>

*Student's words will vary but their response must include:*

- *Venue costing is too expensive. A cheaper option but providing high quality venue, location and catering is using the Five Seasons Conference Centre.*

*The student may provide additional optional details including:*

*Current venue availability is minimal and below standard of location that is wanted by Steering Committee*

- *RSL Club - lower standard; no option for cocktail event*
- *Higher standard location venue is available but only in November - Five Seasons Conference Centre*
- *If move the date of the conference, this will allow for a discounted rate from the Five Seasons*
- *Five Seasons can accommodate the required facilities, standards and catering required.*

**Impact of Change:** (Word guidance: 100 to 120 words)

<<Explain the impact of the change request on the project. (scope, time, budget, dependencies etc.)>>

<<Consider the benefits of the change AND the consequences if the change is not implemented.>>

*Student's words will vary but their response must include:*

*If decision to move to Five Seasons occurs the following impacts will occur:*

- *Date change for marketing and tickets*
- *Budget will be impacted and may require additional funding to accommodate the standard of location and catering*
- *Consider increase in ticket price to cover costs*

*Benefits:*

- *Ideal venue and inclusive of catering for both conference and cocktail events*
- *Meets the required standards set by Steering Committee*
- *Extends the timeline of project until November*
- *Excellent for reputation of CBSA in conducting a high-level, professional event*

*If change not implemented:*

- *Impact on reputation potentially*
- *Changes the description of the project if conducted at RSL - technically not a conference or cocktail event*
- *If RSL not used - cancellation of the event is potential*

### PROJECT ISSUES REGISTER

<b>Project Sponsor</b>	CBSA
<b>Project Name:</b>	Small Business Conference
<b>Requested by:</b>	Billy Walsh

Description of issue	Actions required	When	Who	Completion date
<i>Student response must include following issue, action and who. Completion date and when may vary.</i>				
<i>Venue Selection</i>	<i>Change request to Steering Committee for review</i>	<i>Monday</i>	<i>Steering Committee/Board</i>	<i>Tuesday (any date is acceptable)</i>
<i>Date confirmation</i>	<i>Change request to Steering Committee for review</i>	<i>Monday</i>	<i>Steering Committee/Board</i>	<i>Tuesday (any date is acceptable)</i>



To: [gavin.stead@cbsa.com.au](mailto:gavin.stead@cbsa.com.au)

BSBPMG540 ASSESSOR GUIDANCE AND BENCHMARKS  
Assessment Number 3\_CBSA Templates

From: Billy Walsh (Billy.walsh@cbsa.com.au)

Date/time: TBA

Subject: *Change Request and Issues Register*

Attachment:

*Student's words will vary but their response must include:*

*Dear Gavin,*

*Please find attached the Change Request, Issues Register and the current Project Status report for your perusal and for discussion and approval at the Board Meeting next week.*

*Let me know if there is anything else that I can provide to assist. (optional sentence)*

[insert email body]

Kind Regards,

Billy Walsh

Project Manager

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Phone: 1800 111 222

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