

Assessor benchmark

- Request from Gavin for a status report on project as of Friday 25th November

Project update:

- On Track
- Contractors booked include builders, plumbers, glaziers and electricians
- Issues occurring with confirmation for cabinet makers and barista installers due to local cafes and businesses reopening post covid shut down
- Meetings schedules with booked CONTRACTORS' week commencing 28th November onsite to discuss and confirm materials required

Students must identify alternative options for the missing contractors

PROJECT STATUS REPORT	
Project Sponsor	CBSA
Project Name:	CBSA - CupNBake Cafe
Project Manager:	Billy Walsh

Project Status:
<<The current state of the project (on track, at risk, off-track).>>

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

- *Project is at risk of not meeting launch date if cabinet maker and barista installers are not available or paid additional \$10,000*

Progress Summary:
Summarise the overall progress of the project based on the milestones identified in the PMP.>>
<<Summarise the project reports from team members.>>

Benchmark
Student's words will vary but their response should include:

- *Project Charter finalised and approved*
- *Project Management Plan complete and approved*
- *Contractors have been sourced for the following aspects of the project:*
 - *Builders*
 - *Plumbers*
 - *Glaziers*
 - *Electricians*
- *Onsite meetings are booked with above contractors week commencing 28th Nov to order and confirm materials to order*

- *Project team reports that confirmation of availability of cabinet makers and barista installers is delayed, and they are not available until 28 January unless they are paid an additional \$10,000.*
- *Project Team have attempted all available companies in the area but due to businesses recovering and reopening from Covid -19 it has put additional pressure on their availability*

Project Issues:

<<Provide a summary of any issues identified and summarise planned actions to address each issue.>>

<<Discuss any potential/required project changes.>>

Benchmark

Student's summary of issues and changes must include the following, but words will vary:

- *The delays in being able to book the 2 outstanding contractors (cabinet maker and barista installer). Launch date will need to be deferred by 8 weeks or a premium price of \$10,000 is required. Agreed CBSA will absorb cost of \$10,000 to meet launch date.*

<<Discuss the impact of any issues or changes required.>>

Impact of issues of changes must include:

- *If funding of \$10,000 is not absorbed will impact CBSA reputation in providing project management support for small business. If funding is not absorbed and project is delayed, it will result in loss of revenue for the client.*

CHANGE REQUEST

Project Sponsor	CBSA
Project Name:	CBSA - CupNBake Cafe
Requested by:	Billy Walsh

Change Request Description:

Student's response must include:

<<Describe the change being requested.>>

Word guidance: 8 to 10 words

Funding of \$10,000 to be absorbed by CBSA

Reasons for the Change Request:

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

Word guidance: 8 to 10 words

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

Inability to source local contractor within required timeframe

Impact of Change:

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

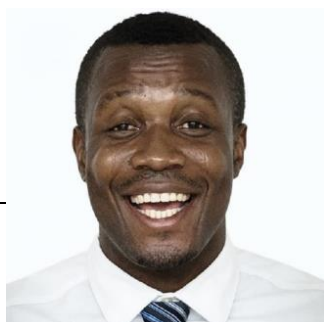
<<Consider the benefits of the change AND the consequences if the change is not implemented.>>

Word guidance: 25 to 35 words

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

- Budget of \$10,000 to be absorbed by CBSA
- If CBSA does not meet due date it will impact its reputation to provide project management support for small businesses.

PROJECT ISSUES REGISTER				
Project Sponsor	CupNBake Company - Shellie Webber Owner			
Project Name:	CBSA - CupNBake Cafe			
Requested by:	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. Cabinetry contract and barista contractor may be in same or separate row.</i>				
<i>Inability to book Cabinetry Contractor</i>	<i>Review options: a) Source interstate contractors b) Pay additional fee</i>	<i>2nd December</i>	<i>Shellie Webber Project Manager Gavin Stead</i>	<i>January 2022 on current timeline</i>
<i>Inability to book Barista Machine Installation Contractor</i>	<i>Review options: a) Source interstate contractors b) Pay additional fee</i>	<i>2nd December</i>	<i>Shellie Webber Project Manager Gavin Stead</i>	<i>January 2022 on current timeline</i>



To: gavin.stead@cbsa.com.au
 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,

[insert email body – word guidance: 30 to 50 words]

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)

Kind Regards,

Billy Walsh

Project Manager

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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Budget Report			
Project Name:		CBSA CupNBake	
Budgeted revenue		Received revenue to date	
Management fees – paid upfront	\$30,000	Management fees – paid upfront	\$30,000
Management fees – paid on conclusion	\$100,00		
Budgeted expenses		Committed expenses to date	
Construction costs	\$42,000	Construction costs	\$2,000
Décor	\$9,400	Decor	\$9,400
Machinery and equipment	\$26,200	Machinery and equipment	16,200

BSBPMG540 ASSESSOR GUIDANCE AND BENCHMARKS
Assessment Number 7_CBSA Templates

TOTAL	\$77,600	TOTAL to date	\$11,400
Profit/Loss	\$52,400	Profit/Loss	