

Task 8: Assessor answers

Part A: Identify and allocate project finalisation activities

1. E-mail to Michael Johnston, Interior Design



To: Michael.johnston@cbsa.com.au
From: Billy Walsh (Billy.walsh@cbsa.com.au)
Date/time: [insert] **Date/time**
Subject: [insert] **Relevant subject such as CupnBake Project**

[Salutation] **Salutation Dear, Hi, Good afternoon Michael**

[insert email body. Word count: 45 to 55 words]

Student's words will vary but their response must include finalisation activities to check that all work has been completed including all suppliers have been paid and quality checks have been completed ready for handover with the client.

I am writing to check that all work has been completed for the CupnBake project. This project is due to be finalised and all invoices must be paid, contracts fulfilled and quality checks must be completed for handover with the client.

Please provide me with an update by close of business tomorrow.

Kind Regards,

[NAME]

Project Manager

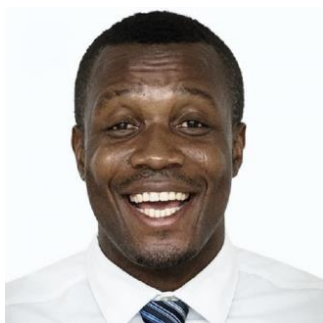
300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



2. E-mail to CupnBake finance



To: finance@cupnbake.com.au
From: Billy Walsh (Billy.walsh@cbsa.com.au)
Date/time: [insert] **Date/time**
Subject: [insert] **Relevant subject such as CupnBake Project**

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Assessment Number 8_CBSA Templates

[Salutation] *Salutation Dear, Hi, Good afternoon Michael*

[insert email body. Word count: 20 to 30 words]

Student's words will vary but their response must include finalisation activities to follow up the outstanding invoice due for payment.

I am writing to follow up the final payment for the CupNBake project. Could you please pay the final outstanding invoice within 7 days.

Kind Regards,

[NAME]

Project Manager

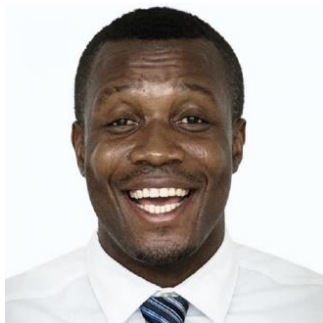
300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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3. E-mail to Shellie Webber, CupNBake.



To: Shellie.webber@cupnbake.com.au
From: Billy Walsh (Billy.walsh@cbsa.com.au)
Date/time: [insert] *Date/time*
Subject: [insert] *Relevant subject such as CupnBake Project*

Dear Shellie

[insert email body. Word count: 80 to 90 words]

Student's words will vary but their response must include finalisation activities to complete handover.

This email is to update you in the project finalisation steps that have been put in place:

All outstanding invoices are to be paid by Close of Business today and are being processed through accounts.

All contractual arrangements have been met and finalised with the inspections of the build and design requirements. The café Owner, Shellie Webber as present at the inspection and is very satisfied with the outcome of the project.

I will forward the Final Project Report to you shortly.

Kind Regards,

Billy Walsh

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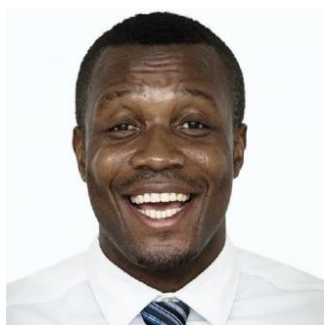
Part B: Complete final report for submission to board

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

PROJECT FINAL REPORT	
Project Name	<i>CBSA - CupNBake Café</i>
Project Manager	<i>Billy Walsh</i>
Date	<i>Date</i>
Deliverables	
Planned	Actual
<i>Copy over from the PMP</i>	<i>Met</i> <i>Interstate contractors for Cabinetry and Barista Machine Installation was an addition to budget and WBS.</i> <i>Both approved.</i>
Explanation of Variance (Word count: 30 to 50 words) <i>Benchmark</i> <i>Due to lack of available contractors in the Canberra Region, interstate contractors were resourced.</i> <i>Change request and approval were confirmed the owner of the Café and Project Team to ensure the project was not delayed. Flights and accommodation were organised with an additional budget approved</i>	
Schedule Milestones	
Planned	Actual
<i>Copy over from the PMP</i>	<i>Met</i> <i>Nil issues</i>
Explanation of Variance <i>Nil</i>	
Project Budget	
Planned	Actual (To Date)
<i>\$95, 000 (+\$7,500) = \$102, 500</i>	<i>\$101,070</i>
Explanation of Variance (Word count: 15 to 25 words) <i>Addition \$7,500 added to budget to accommodate interstate contractors per change request and deliverable outline. Under budget by \$1,430</i>	
Project successes - STUDENT SUBMISSIONS WILL VARY EXAMPLE ONLY BELOW	

Name	Description	
<i>Local Materials</i>	<i>Successful sourcing of all local, regions materials to be used in the build and fit out.</i>	
<i>Fit out</i>	<i>Fit out met client requirements</i>	
Project challenges		
Description	Impact	Actions Taken
<i>Contractors</i>	<i>Nil due to planning early for interstate rectification of shortage in ACT and surrounding regions</i>	<i>Expanded search into NSW and futher Regional areas for required contractors.</i>

2. E-mail to Gavin Stead, Managing Director



To: Gavin.stead@cbsa.com.au
 From: Billy Walsh (Billy.walsh@cbsa.com.au)
 Date/time: [insert] *Date/time*
 Subject: [insert] *Relevant subject such as CupnBake Project*

[Salutation] *Salutation Dear, Hi, Good afternoon Gavin*

[insert email body. Word count: 25 to 35 words]

Student's words will vary but their response must refer to the finalisation report submitted and requesting feedback from the Board.

Please find attached the finalisation report for the CupnBake project. I am seeking feedback from you and the Board about any issues or improvements for future projects.

Kind Regards,

[NAME]

Project Manager

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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