ASSESSOR BENCHMARK

PROJECT STATUS REPORT	
Project Sponsor	CBSA
Project Name:	
Project Manager:	Billy Walsh

Project Status: (Word guidance: 30 to 100 words)

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

Benchmark

Given the recent e-mail from STL, the student should identify that the current project remains on track. However, significant changes to security measures will be needed in place before the event.

This poses a small risk of obtaining the correctly trained personnel to be put in place for the event within the current timelines.

Progress Summary: (Word guidance: 30 to 100 words)

<<*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 must include:

- *At present majority of milestones are on track.*

- *Amendment to requirements of security personnel and processes to be updated and actions.*

Project Issues: (Word guidance: 30 to 100 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.*>>

Benchmark

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

- *Outline of security risk identification from the client, STL.*

- *Increased security, police, and trained Identification staff to be implemented.*

- *It may impact the allocated budget for security areas.*

- *May have issues obtaining the required personnel*

CHANGE REQUEST	
Project Sponsor	CBSA
Project Name:	Small Business Conference
Requested by:	Billy Walsh

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

<<*Describe the change being requested.*>>

Benchmark

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

- *Increased security presence*
- *Police presence*
- *Trained identification staff and equipment for registration of attendees*

Reasons for the Change Request: (Word guidance: 10 to 30 words)

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

Benchmark

Recent anonymous threat received by STL aimed at high-ranking Defence Officials that will attend the event

Impact of Change: (Word guidance: 20 to 60 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.*>>

Impact of issues of changes must include:

- *Increased Security personnel will impact the budget*
- *Police presence may not be able to be arranged with a short lead time*
- *Obtaining identification trained personnel and equipment will impact the budget and set up*

Benefits:

Benefits must include:

- *Minimising any risk at the event for all in attendance*

IF change not implemented:

Risk if change is not implemented must include the following, but words will vary:

- *High potential for threat to attendees*
- *Danger to all in attendance*
- *Cancellation of event*
- *Threat to life*

	PROJECT ISSUES REGISTER			
Project Sponsor				
Project Name:				
Requested by:	Billy Walsh			

Description of issue	Actions required	When	Who	Completion date
Student response must include following issue, action and who. Completion date and when may vary. Information about security may be split into same or different rows.				
Security	*Increased security measures*	*Before Launch*	*Project Team*	*Date*
Additional Security personnel	*Additional personnel required*	*Before Launch*	*Project Team*	*Date*
Police presence	*Police Presence to be arranged*	*Before Launch*	*Project Team*	*Date*
Training Identification Check-in Staff	*Specifically trained personnel for ID checking* *Additional relevant equipment to be used in the process*	*Before Launch*	*Project Team*	*Date*

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:

(Word guidance: 20 to 50 words)

Dear Gavin,

Please find attached the Change Request, Issues Register and the current Project Status report for your perusal and discussion at the Steering Group meeting this afternoon.

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

Kind Regards,

Billy Walsh

Project Manager

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Phone: 1800 111 222

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