

Task 12: Assessor answers

Part A: Identify and allocate project finalisation activities

To: Mathew.price@cbsa.com.au
From: Billy Walsh (Billy.walsh@cbsa.com.au)
Date/time: [insert]
Subject: [insert]

Dear Mathew

Student's words will vary, but their response must include finalisation activities including instructions to finalise status reports, ensure outstanding invoices have been finalised and paid and to confirm that all venue and supplier contract requirements have been fully met.

[insert email body] (Word guidance: 55 to 65 words)

The launch of the STL product has been completed and we now need to finalise the project. Can you please complete the final status report, ensure outstanding invoices have been finalised and paid and confirm that all venue and supplier contract requirements have been fully met.

If there are any delays or issues, please let me know.

Kind Regards,

Billy Walsh

Project Manager

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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Part B: Complete the final report for submission to the board

Student's words will vary in relation to what they identify and how they arranged the integration of change requests and may reflect the example or similar:

(Word guidance: Approximately 10 to 30 words per category)

PROJECT FINAL REPORT	
Project Name	<i>Smart Travel Luggage and Co (STL) Tag Launch</i>
Project Manager	<i>Billy Walsh</i>
Date	<i>Today's date</i>
Deliverables	
Planned	Actual
<i>Copy over from the PMP All met</i>	<i>394 attendees (due to additional security teams/personnel with attendees)</i>
Explanation of Variance <i>High-ranking officials bought their own security personnel as well. This was not accounted for in the catering of the event.</i>	
Schedule Milestones	
Planned	Actual
<i>Copy over from the PMP All met</i>	<i>Met but with additional requirements for security as outlined in the change request</i>
Explanation of Variance <i>Refer to the Change request outline.</i>	
Project Budget	
Planned	Actual (To Date)
<i>\$100,000</i>	<i>\$108.650 (this will vary per student, but increased costs should be noted for increased security details required)</i>
Explanation of Variance <i>Over budget due to additional security requirements. Approved by Steering Group</i>	
Project successes	
Name	Description

BSBPMG540 ASSESSOR GUIDANCE AND BENCHMARKS
 Assessment Number 12_CBSA Templates

<i>Event Location</i>	<i>Appropriate and well set up</i> <i>All seating and flow of attendees were smooth</i>	
<i>Launch of product</i>	<i>All equipment worked, and the launch of the item was successful and well received</i> <i>Multiple contracts signed for the purchase of the new product</i>	
<i>Security</i>	<i>Additional measures in place minimised the risk of threat to any attendee</i> <i>Police presence welcomed and managed small protest groups outside of the event</i>	
Project challenges		
Description	Impact	Actions Taken
<i>Catering</i>	<i>Minor</i>	<i>Additional attendees (as part of security details) were not planned for</i>
<i>Trained Identification Staff</i>	<i>Minor</i>	<i>Obtaining appropriately trained staff and relevant equipment for ID checks on registration proved challenging but was in place before the event</i>

To: gavin.stead@cbsa.com.au

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

Date/time: *[insert]*

Subject: *[insert]*

Attachment: *Project final report*

Dear Gavin,

[insert email body] (Word guidance: 10 to 30 words)

As discussed, please find attached the Final Project Report for submission to the board.

Please let me know the board's feedback about this project.

Kind Regards,

Billy Walsh

Project Manager

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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