



BSBPMG540

ASSESSOR GUIDE

MANAGE PROJECT INTEGRATION

Assessment 13 of 13

Project



Assessment Instructions [general]

Task overview

This unit requires you to implement and manage project integration on at least three occasions.

For each occasion, you will establish, plan, monitor and review a different project (three separate projects):

Occasion 1 is covered by:

- Assessment tasks 2, 3, 4 and 5

Occasion 2 is covered by:

- Assessment tasks 6, 7, 8 and 9

Occasion 3 is covered by:

- Assessment tasks 10, 11, 12 and 13

This assessment task 13 covers project evaluation.

Read the case study and complete each part.

Additional resources and supporting documents

To complete this assessment, you will need:

- Access to a computer with internet
- Access to Microsoft word or similar
- CBSA Project Management Policy and procedure (available via the CBSA website)
- Project Charter (Developed in Assessment Task 10)
- Project Management Plan (Developed in Assessment Task 10)
- Project Status Report (Developed in Assessment Task 11)
- Change Request (Developed in Assessment Task 11)
- Project Issues Register (Developed in Assessment Task 11)
- Final Project Report (Developed in Assessment Task 12)

Assessment Information



Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.



Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:



- a. the processes for conducting the assessment (e.g. allowing additional time)
- b. the evidence gathering techniques (e.g. oral rather than written questioning, use of a scribe, modifications to equipment)

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Task instructions (for the student) Part A: Project Charter

Steps

1. Prepare an e-mail to Gavin Stead, Managing Director, to seek feedback about the project implementation, management and integration. Use the e-mail template in Ass No 13 Evaluation Report Template.
2. Prepare an e-mail to Mathew Price, Event Coordinator, to seek feedback about the project implementation, management and integration. Use the e-mail template in Ass No 13 Evaluation Report Template.
3. Case study: Assume that Gavin and Mathew have responded to your e-mails and you have received the following responses:



To: Billy.walsh@cbsa.com.au
From: gavin.stead@cbsa.com.au
Date/time: Monday 10.05 a.m.
Subject: Smart Travel Luggage and Co (STL) Tag Launch

Good morning/afternoon Billy,

I have presented your final report to the Board. While we went over budget due to additional attendees, we are still confident that there was some benefit to the business.

The main challenges faced were the additional attendees (as part of the delegates' security detail) and identification checks, which the team took in their stride. The Board are pleased with the risk management planning around security for attendees and that the protest groups outside had minimal impact on the launch.

Overall, the launch was a success, and I thank you for your hard work.

I would like you to complete an evaluation report which should consider the feedback provided by the Board and make recommendations on how we can improve similar projects in the future. We are open to trying this again next year; however, we should learn from the issues that arose to avoid similar future problems.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



To: Billy.walsh@cbsa.com.au
From: gavin.stead@cbsa.com.au

ASSESS

Date/time: Monday 11:00 a.m.
Subject: Smart Travel Luggage and Co (STL) Tag Launch

Hi Billy,

Thank you for helping me with the tag launch project.

You managed the project well. The issue of work health safety and security must be investigated, and more time must be allowed to examine these potential issues for future projects. Besides that, I am very happy with the project.

I look forward to our next project.

Sincerely

Mathew Price

Event Coordinator

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au



Read the feedback you have received in the e-mails. Compare this information with your Project Management Plan to evaluate the success of the project.

Based on the information gathered, develop a **Project Evaluation Report** using the template provided. You should consider the results against the Project Management Plan and identify improvements for future projects.

Submission instructions

Submit your assessment via the LMS.

Assessor instructions Task 13: Project evaluation

Purpose of task

This part is designed to ensure the student can evaluate their project implementation.

Guidance to the assessor about the task

Refer to BSBPMG540_ASSESSOR_Ass No_13_Evaluation Report for benchmark answers and instructions.

There is no submission due date for this task. Students may submit this task when they are ready.

Review all evidence and mark using the assessment checklist and assessment marking criteria.

Marking criteria Task 13: Project evaluation

Assessment submission checklist

Students must have completed all tasks within this assessment before submitting. This includes:

Task 13: Project evaluation		
1.	E-mail to Gavin Stead	<input type="checkbox"/>
2.	E-mail to Mathew Price	<input type="checkbox"/>
3.	Project evaluation report	<input type="checkbox"/>

Assessment marking criteria

Assessor instructions: All sections must be completed. Refer to the template for sample answers and benchmarks.

The evidence submitted demonstrates that the student has satisfactorily [S] covered the following criteria, or the evidence is not yet satisfactory [NYS] and requires resubmission.

MARKING CRITERIA		Satisfactory [S]	Not Yet Satisfactory [NYS]
1.	The student submitted an e-mail to Gavin Stead seeking feedback about the implementation, management and project integration. All fields were completed according to the benchmark. Assessor to mark according to assessor benchmark	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.	The student submitted an e-mail to Gavin Stead seeking feedback about the implementation, management and project integration. All fields were completed according to the benchmark. Assessor to mark according to assessor benchmark	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.	The student submitted the Project evaluation report and completed all fields according to the benchmark. Assessor to mark according to assessor benchmark.	<input type="checkbox"/> S	<input type="checkbox"/> NYS

Submission instructions

Submit assessment via the LMS.

Congratulations, you have reached the end of Assessment 13!



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