



BSBPMG532

ASSESSOR GUIDE

# MANAGE PROJECT QUALITY

## Assessment 6 of 7

### Project



## Assessment Instructions (general)

### Task overview

This assessment task is divided into three (3) parts:

- Part A – Review documents and prepare Quality Assurance Audit Report (project)
- Part B – Prepare project change request and communicate changes (project)
- Part C – Implement quality improvements (project)

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
- Access to Microsoft Word (or a similar program)
- CBSA E-mail template (supplied)
- Project Quality Management Plan (developed in Assessment Task 5)
- Interim Project Status Report (supplied)
- Trade Show Services Status Report (supplied)
- Project Change Request Form (supplied)
- Project Management Plan Summary (supplied)
- Project Schedule (supplied)
- Project Finances Report (supplied)
- Quality Assurance Audit Report Template (supplied)

## 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: Review documents and prepare Quality Assurance Audit Report

**Case study:** This assessment task requires you to assume the role of Project Manager for the **Trade Show Promotion Project** CBSA is providing to their client, Eco-Natural Skin Care, an Australian manufacturer of beauty and skincare products. You are working as Con Kafatos, Project Manager for CBSA.

You have received the following e-mail from the Managing Director requesting you to undertake a quality audit and develop a Quality Assurance Audit Report.



To: Con Kafatos (con.kafatos.ad@cbsa.com.au)  
From: Gavin Stead (gavin.stead@cbsa.com.au)  
Date/time: Tuesday 9:15 a.m.  
Subject: Eco-Natural Skin Care Australia **Trade Show Promotion Project** Quality Assurance Audit

Good morning Con,

Thank you for the work you have done so far on the Eco-Natural Skin Care **Trade Show Promotion Project**. It is progressing well.

To maintain our quality assurance approach and quality processes, please undertake a quality assurance audit to assess the quality control of the project. This should be done in accordance with the quality standards in the Project Quality Management Plan.

I've heard that there is an issue that the client has requested \$1,000 addition for a large screen computer. Please make a recommendation about what this means for the project.

Please use the **Quality Assurance Audit Report Template** (supplied as a supporting document) to document and communicate the results.

To start the process, please review the following documents (supplied as a supporting documents).

- Project Management Plan Summary
- Project Schedule
- Project Finances Report
- Interim Project Status Report
- Trade Show Services Status Report
- Quality Assurance Audit Report Template (for you to complete)

Kind regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



### Steps

1. Read the e-mail from Gavin and review the following documents [supplied as supporting documents]:
  - Project Management Plan Summary
  - Project Schedule
  - Project Finances Report
  - Interim Project Status Report
  - Trade Show Services Status Report
  - Quality Assurance Audit Report Template.
2. Complete the **Quality Assurance Audit Report** template to prepare the Quality Report to assess:
  - project outcomes against performance requirements
  - quality control of the project according to agreed quality specifications
  - causes of variances in quality metrics [following on from your findings in Task 5]Provide a recommendation to address variations.
3. Save the Quality Assurance Audit Report to allow the document to be digitally accessed and shared as part of the quality management system:
  - Save the plan as QAA\_dd.mm.yy [insert the day, month, and year at the end of the document name]
  - Save the plan in the folder on your computer system called QMS [created in Assessment Task 2 – step 4]
  - In Part C of this assessment, you will need to provide a screenshot of the quality management system. Note: You will be required to save additional documents to this folder in Part B and C, so a screenshot is not needed here.

## Submission instructions

Submit your assessment via the LMS.

## Assessor instructions Part A: Review documents and prepare Quality Assurance Audit Report

### Purpose of task

This part is designed to ensure the student can review documents to analyse and evaluate the quality assurance process against quality standards by demonstrating that they can correctly complete a Quality Assurance Audit Report.

### Guidance to the assessor about the task

There is no submission due date for this task. Students may submit this task when they are ready. Refer to the **Quality Assurance Audit Report Assessor** document for guidance/benchmark for marking.

The student must include a screenshot of their folder and documents in Part B of this assessment saved in a folder named QMS with the document saved as QAA\_dd.mm.yy [day, month, and year at the end of the document].

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

## Marking criteria Part A: Review documents and prepare Quality Assurance Audit Report

### Assessment submission checklist

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

**Part A: Review documents and prepare Quality Assurance Audit Report**

1. Quality Assurance Audit Report

**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.	<p>The student submitted <b>Quality Assurance Audit Report</b> and assessed:</p> <ul style="list-style-type: none"><li>• project outcomes against performance requirements</li><li>• quality control of the project according to agreed quality specifications</li><li>• causes of variances in quality metrics</li></ul> <p>and</p> <ul style="list-style-type: none"><li>• provided recommendation(s) to address variations.</li></ul> <p>Refer to Quality Assurance Audit Report Assessor for marking guidance and benchmark.</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

## Task instructions [for the student] Part B: Prepare project change request and communicate changes

**Case study:** You have received the following e-mail from the Managing Director of Eco-Natural Skin Care requesting a change to the Trade Show Promotion Project. Complete the following steps to analyse the impact of the change and seek approval from the Manager Director, Managing Director CBSA.

### E-mail received



**To:** Con Kafatos (con.kafatos ad@cbsa.com.au)  
**From:** Sarah Seeward (s.seeward@eco-natural.com.au)  
**Date/time:** Wednesday 11:15 a.m.  
**Subject:** Change for the Eco-Natural Skin Care Australia Trade Show Promotion Project

Good morning Con,

Great work so far on the Eco-Natural Skin Care Trade Show Promotion Project. Well done.

I have been very impressed with the large screen computers at competitors trade show exhibits, which featured videos, and the ability to access the company's website.

Given the work we have done with the website I feel we should take the opportunity to feature it in our display booth, making the experiences more engaging. I would like to incorporate a large screen computer into our Trade Show Promotion Project.

I have enquired with Bill Bixby, from Booth, banners, fliers and more Trade Show Services, who has assured me this is possible. Bill informs me that this will add an extra \$1,000, to the cost of the booth which I am approving to add to the existing budget. The project timeframe will need to be extended by one week.

Please complete the relevant documentation and forward it to me for signing off.

Kind Regards,

Sarah Seeward

Managing Director

Suite 201

The Strand, 3 Albert St

Brisbane QLD 4000

*Eco-Natural  
Skin Care*

### Steps

1. Read the **e-mail** from Sarah Seeward, Managing Director, Eco-Natural Skin Care
2. Complete the **CBSA Project Change Request form** [attachment] to formally document and communicate the requested change and impact
3. **Save** the CBSA Project Change Request form to allow the document to be digitally accessed and shared as part of the quality management system:

- Save the change request form as **CR\_dd.mm.yy** [insert the day, month, and year at the end of the document name ]in the folder on your computer system called QMS [created in Assessment Task 2 – step 4]
  - In Part C of this assessment, you will need to provide a screenshot of the quality management system. Note: You will be required to save additional documents to this folder in Part B and C, so a screenshot is not needed here.
4. Use the following **CBSA e-mail** template to write an e-mail to Gavin Stead, Managing Director, asking him to approve the requested changes.

*[125 to 135 words approx.]*

In the body of the e-mail:

- Introduce the change request from Sarah Seeward
- State the impact the change will have on the project budget and delivery timeline
- Request Gavin to approve the change
- State that the change request form is attached to the e-mail.

To:	
From:	
Date/time:	
Subject	

Salutation


E-mail body

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



5. Assume that Gavin Stead has approved the requested changes. Use the following **CBSA e-mail** template to prepare an e-mail to the project team to communicate the change requested by Sarah Seeward and explain the impact on the project.

*[90 to 120 words approx.]*

To:	
From:	



Date/time:	
Subject	

Salutation

E-mail body

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



6. Use the following **CBSA e-mail** template to prepare an e-mail to the Booth providers, Booth, banners, fliers and more Trade Show Services, to advise them of the approved changes to the Trade Show Promotion Project.

*[90 to 120 words approx.]*

In the body of the e-mail:

- Introduce the change request from Sarah Seeward
- Explain that Gavin Stead has approved the change and an additional budget of \$1,000 for Booth, banners, fliers and more Trade Show Services
- State the delay in delivery time.

To:	
From:	
Date/time:	
Subject	

Salutation

E-mail body

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



### **Submission instructions**

Submit your assessment via the LMS.

## Assessor instructions Part B: Prepare project change request and communicate changes

### Purpose of task

This part is designed to ensure the student can analyse the change requested by the Managing Director of Eco-Natural Skin Care Australia, complete a Project Change Request form and collaborate with others to foster a shared understanding of quality requirements.

### Guidance to the assessor about the task

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

1. The student must complete the CBSA Project Request form (attachment) to formally document the requested change and impact. Refer to the ASSESSOR Project Change Request Form for the assessment benchmark.
2. The student will provide evidence of a screenshot in Part C. The change request form must be saved as CR\_dd.mm.yy [date, month, year] in a folder called QMS.
3. The student must complete the CBSA e-mail template as below.

To:	<i>Gavin Stead</i>
From:	<i>Student name or Con Kafatos, Project Manager</i>
Date/time:	<i>Date/time</i>
Subject	<i>Relevant subject about the e-mail content. For example, the Change Request Form : Trade Show Promotion Project</i>

Salutation *(For example, Hello/Dear Gavin)*

E-mail body

Body must include:

- *Introduce the change request from Sarah Seeward*
- *State the impact the change will have on the project budget and delivery timeline*
- *Request Gavin to approve the change*
- *State that the change request form is attached to the e-mail.*

*For example,*

*I am writing to seek approval for changes requested by Sarah Seeward, Managing Director, Eco-Natural Skin Care. Sarah has requested the inclusion a large screen computer in the trade show booth.*

*The impact is \$1,000, which is in addition to the existing budget to be provided by Eco-Natural Skin Care. An additional one week will be added to the timeframe.*


*I have attached a change request form and seek your approval for the changes to be made to the project.*

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



4. The student must complete the CBSA e-mail template as below.

To:	<i>Project team</i>
From:	<i>Student name or Con Kafatos, Project Manager</i>
Date/time:	<i>Date/time</i>
Subject	<i>Relevant subject about the e-mail content. For example, Change to the Trade Show Promotion Project</i>

Salutation *(For example, Hello/Dear team)*

E-mail body

Body must include:

- *State the impact the change will have on the project budget and delivery timeline*

*For example,*

*I am writing to inform you about changes requested by Sarah Seeward, Managing Director, Eco-Natural Skin Care. Sarah has requested the inclusion a large screen computer in the trade show booth.*

*The impact is \$1,000, which is in addition to the existing budget to be provided by Eco-Natural Skin Care, and an additional one week will be added to the timeframe.*

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



5. The student must complete the CBSA e-mail template as below.

To:	<i>Bill Bixby, Booth, banners, fliers and more Trade Show Services</i>
From:	<i>Student name or Con Kafatos, Project Manager</i>
Date/time:	<i>Date/time</i>
Subject	<i>Relevant subject about the e-mail content. For example, Change to the Trade Show Promotion Project</i>

Salutation *(For example, Hello/Dear Bill / Booth, banners, fliers and more Trade Show Services)*

E-mail body

Body must include:

- *State the impact the change will have on the project budget and delivery timeline*

*For example,*

*I am writing to inform you about changes requested by Sarah Seeward, Managing Director, Eco-Natural Skin Care. Sarah has requested the inclusion a large screen computer in the trade show booth.*

*I have approved an additional \$1,000 to the existing budget and an extra one week to be added to the timeframe to include the large screen computer in the trade show booth.*

Student names

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

[www.cbsa.com.au](http://www.cbsa.com.au)



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

## Marking criteria Part B: Prepare project change request and communicate changes

### Assessment submission checklist

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

Part B: Prepare project change request and communicate changes		
1.	CBSA Project Change Request form	<input type="checkbox"/>
2.	Screenshot of the folder with the documents saved in the folder	<input type="checkbox"/>
3.	CBSA e-mail to Gavin Stead, Managing Director	<input type="checkbox"/>
4.	CBSA e-mail to the project team	<input type="checkbox"/>
5.	CBSA e-mail to <b>Booth, banners, fliers and more Trade Show Services</b>	<input type="checkbox"/>

### Assessment marking criteria

Assessor instructions: All sections must be completed.

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 the <b>CBSA Project Change Request form</b> and documented the requested change and impact	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.	The student provided a screenshot of the folder and saved it according to the QMS file structure requirements	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.	The student submitted an e-mail to Gavin Stead, Managing Director, including: <ul style="list-style-type: none"> <li>Introduced the change request from Sarah Seeward</li> <li>Stated the impact of the change will be an additional \$1,000 for a large screen computer</li> <li>Requested Gavin to approve the change</li> <li>Stated that the change request form is attached to the e-mail.</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
4.	The student submitted an e-mail to the project team, including: <ul style="list-style-type: none"> <li>Requested change by Sarah Seeward</li> <li>Explained the impact of the project</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
5.	The student submitted an e-mail to <b>Booth, banners, fliers and more Trade Show Services</b> , including: <ul style="list-style-type: none"> <li>Introduce the change request from Sarah Seeward</li> <li>Explain that Gavin Stead has approved the change and an additional budget of \$1,000 for a large screen computer</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS

## Task instructions [for the student] Part C: Implement project quality improvements

In Part B, a change was requested to the project. In Part C, you must review and update the project schedule and project finance report.

### Steps

1. Open the **Project Schedule spreadsheet** [attachment] and update the Trade Show Promotion Project section in the schedule to include the change which will delay the delivery of the booth by one week.
  - Update the dates in the schedule for Sections 3, 4 and 5 to take the delay into account.
  - Add a new activity to the project schedule "*Booth Finalised and delivered Revised date*"
  - Save the updated version with a file name Project Schedule\_dd.mm.yy (date month year)
2. Open the **Project Finances Report** [attachment] and add the additional \$1000 to the budget for the approved change request for the Trade Show Promotion Project.
  - Save the updated Project Finances Report with a new filename Project Finances Report\_dd.mm.yy (date month year)
  - Save the document in the QMA folder
3. You have now completed all of the documents in your quality management system. Provide a screenshot of the QAA folder with all documents as instructed in Part A to C.

INSERT SCREENSHOT OF QUALITY MANAGEMENT SYSTEM FOLDER SYSTEM HERE

### Submission instructions

Submit your assessment via the LMS.

## Assessor instructions Part C: Implement project quality improvements

### Purpose of task

This part is designed to ensure that the student can implement agreed changes throughout the project lifecycle.

### Guidance to the assessor about the task

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

The student should present the updated **Project Schedule** showing:

- Section 2.8 "*Booth Finalised and delivered Revised date*" added to Trade Show Promotion Project
- Change request 1 – add large screen computer to the trade show booth
- The date should be one week later
- Dates for all sections 3, 4, and 5 should be moved to the next week for each task.

Refer to the Project Schedule Assessor document for the marking guide.

The student should submit the updated **Project Finances Report** showing:

- Updated Trade Show Promotion Project budget from \$10,000 to \$11,000
- Updated total budgeted expenses from \$10,000 to \$11,000
- Different filename to show a new version, e.g. dd.mm.yy

The student must save all documents with dd.mm.yy and provide a screenshot of the quality management folder called **QMA** in Part A to C of this assessment including:

- QAA\_dd.mm.yy (Part A)
- CR\_dd.mm.yy (Part B)
- ProjectSchedule\_dd.mm.yy (Part C)
- Project Finances Report\_dd.mm.yy

Refer to the Project Finances Report v2 part D Assessor document for the marking guide.

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

## Marking criteria Part C: Implement project quality improvements

### Assessment submission checklist

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

Part C: Implement project quality improvements		
1.	Project Schedule	<input type="checkbox"/>
2.	Project Finances Report	<input type="checkbox"/>
3.	Screenshot of QMA folder and all documents listed in Part A, B and C.	<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.	<p>The student submitted a <b>project schedule</b> and included:</p> <ul style="list-style-type: none"> <li>• Section 2.8 “Booth Finalised and delivered Revised date” added to Trade Show Promotion Project</li> <li>• Change request 1 – add large screen computer to the trade show booth</li> <li>• Date should be one week later than the 2.7</li> <li>• Dates for all sections 3, 4, and 5 should be moved to the next week for each task</li> <li>• File name saved with dd.mm.yy</li> </ul> <p>Refer to the Project Schedule Assessor document for the marking guide</p>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
2.	<p>The student submitted the updated <b>Project Finance Report</b> showing:</p> <ul style="list-style-type: none"> <li>• Updated Trade Show Promotion Project budget from \$10,000 to \$11,000</li> <li>• Updated total budgeted expenses from \$10,000 to \$11,000</li> <li>• Filename saved with dd.mm.yy</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS
3.	<p>The student submitted a screenshot of all saved documents including:</p> <ul style="list-style-type: none"> <li>• Folder called QMA</li> <li>• All documents saved with dd.mm.yy including</li> </ul>	<input type="checkbox"/> S	<input type="checkbox"/> NYS



	<ul style="list-style-type: none"><li>○ QAA_dd.mm.yy (Part A)</li><li>○ CR_dd.mm.yy (Part B)</li><li>○ ProjectSchedule_dd.mm.yy (Part C)</li><li>○ Project Finances Report_dd.mm.yy (Part C)</li></ul>		
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Congratulations, you have reached the end of Assessment 6!



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