Green Leaf Café Project Management Tool Kit

Assessor Guide

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Project Scope Template

Task 1a	
Project title: *(Approximate word length 2-10 words)*	Students must name the project. A sample answer is provided below. Green Leaf Café Community Engagement Project
Project sponsor:	The student's response must agree with the answer below. Gary Aziz
Project manager:	Student's name

Deliverables:
 	
(Approximate word length 10-20 words)
	• **Conduct** initial research and identify six (6) community projects/charities that are aligned with Green Leaf Café values and culture to support
	• **Choose three (3) appropriate projects** that can contribute to the well-being of people and the environment and align with its Mission, Vision, Values, and Culture statement.
	• Write a written report to the Project Sponsor, which includes:
	   o Name of community project/charity
	   o Outline of their purpose
	   o Describe how Green Leaf Café could become involved
	   o Describe what the input from the café would be (time, goods, money)

Provide an overview of the Green Leaf Café's:
- Mission
- Vision
- Values
- Culture Statement

(Approximate word length 300 -350 words)

The candidate's response must reflect the answer below.

Green Leaf Café's mission is to:
- serve the Brisbane community with quality, comprehensive, unique, and distinctive vegetarian meals and products
- showcase Indigenous vegetarian bush tucker as a key ingredients

- inspire people to choose a lifestyle that is healthier, sustainable and more compassionate through a plant-based diet.

Green Leaf Café's Vision Statement includes:

- To provide vegetarian and vegan food and beverages to customers for Profit and create a positive eating experience
- To be the customer's go-to-first provider of vegetarian and vegan meals and products in the city of Brisbane and neighbouring suburbs
- To expand the range of meals and products to cater for the growing vegan market
- To embed environmental sustainability in all aspects of its operations

Green Leaf Café's values include:

- **Integrity -** Hold ourselves and co-workers accountable for building trust with our customers and each other by being honest, ethical and consistent in what we say and do.
- **Teamwork -** Committed to empowering our team members with the appropriate resources to achieve our common vision effectively.
- **Accountability -** Hold ourselves and our co-workers accountable for our behaviours and responsibilities as they affect us, our customers and our culture.
- **Quality -** Committed to providing quality indigenous vegetarian 'bush tucker' by sourcing the best possible produce and providing excellent service.

Green Leaf Café's Culture statement includes:

- **Philosophy -** Our philosophy at Green Leaf Café is to provide the best experience for each customer.
- **Change -** We welcome feedback on our Policies and Procedures, Values, and Culture. If any employee feels that they would like to provide feedback or question any of the above, they should first approach their line manager, who will answer any questions and pass on feedback to the appropriate area. If staff prefer, they can do this anonymously through quarterly staff surveys.
- **Customer Care -** We conduct regular feedback and listen to our customers. Every Green Leaf Café employee pride themselves in taking the time to understand customers' needs and make sure they always have a great experience when dining with us.

Rationale for the project

(Approximate word length 50 -60 words)

The candidate's response must reflect the answer below.

Certain aspects of Green Leaf Café's Mission, Vision, Values, and Culture statement haven't been implemented yet. Gary Aziz worries that these critical aspects might be forgotten as the business grows. So, he wants to ensure that something is done within the next three months to show the café's commitment to ethical business practices and social responsibility.

Describe what is covered in the scope of the project.

(Approximate word length 50 -70 words)

The candidate's response must reflect the answer below.

The project scope covers:
- Researching community projects/charities
- Recommending six (6) appropriate projects aligned to Green Leaf Café values and culture to support.
- Reporting back to the Café owner.
- Conducting further research into any projects approved by Gary Aziz.

Describe what will not be included in this project.

(Approximate word length 15 -30 words)

The candidate's response must reflect the answer below.

This is research only. There is no formal commitment from Green Leaf Café at this stage.

Assumptions
List two (2) factors, events, or circumstances that are expected to occur and can impact the project, e.g. Each team member can complete their deliverables in two weeks.

A sample answer has been provided below.

- Staff are present for all shifts.
- One hour of overtime per shift per person is sufficient for the project.

Other answers that also would be acceptable are:

- The information required is readily available
- Communication failures resulting in lack of clarity
- Equipment is available and functioning
  All staff are prepared to use their personal mobile phones for work purposes

Constraints

Identify and describe at least two (2) factors, events, or circumstances that can occur and potentially limit or restrict the implementation of the project, e.g., predefined budgets or timelines from clients.

A sample answer has been provided below.
- Budget
- Time

Other answers that also would be acceptable are:
- Sickness
- Equipment failure
- Staff resignation

Reporting

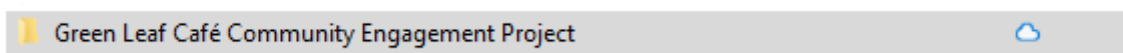Define the project's reporting requirements.

(Approximate word length 125 - 150 words)

Reporting requirements vary depending on the complexity of the project. They can include:

- **Progress Report** - This updates stakeholders and details how far the project has gone towards completion. Stakeholders reporting to the Project Manager must email and provide a brief update on their respective tasks fortnightly.

- **Resource Report** - This report details who is doing what and when and shows a breakdown of project members and tasks for the day

- **Variance Report** - This report tells you whether the project is progressing as planned, comparing the plan against the actual outcome and giving you a metric to measure if you are on track, ahead of schedule or running behind.

- **Final Project Report and Financial Records (reconciliation)**

- Project Managers must use the **Green Leaf Café Project Status Log** and update the project status fortnightly.

Task 1b. Screenshot of the online file organisation.

The candidate must submit a screenshot of a file on their desktop with a name matching the project's. A sample answer has been provided below.

📁 Green Leaf Café Community Engagement Project   ☁

Existing Project Log

Item	Project Description	Project Manager	Start date	Completion date	Project status
1.	Sourcing biodegradable plates and cutlery for catering services.	Ash Ketchum	11/05	--	*In Progress*
2.	Purchase of refrigerated truck for catering services.	Dawn Megumi	14/06	14/07	*Completed*
3.	Increase business share by expanding the range of meals and products to cater to the growing vegan market through advertisements over local radio stations.	Gary Aziz	16/07	--	*In Progress*
4. Task 6d	Green Leaf Café Community Project.	Students Name	Date Student commences assessment		*In Progress*
4. Task 10	Green Leaf Café Community Project.	Students Name	Date Student commences assessment	Date Student completes the assessment	*Complete*

Question: Are there any links between the proposed community engagement project, current projects, and Green Leaf Café's objectives? (Refer to Green Leaf Café's documents in your answer).

(Approximate word length 75 - 100 words)

Risk Management Template

Item	Risk *e.g.,* Power Failure	Likelihood *e.g., Possible*	Consequence *e.g., Moderate*	Risk Level *e.g., Medium*	Risk Response (Contingency) *e.g., Project team to relocate to the public library or reschedule*	Responsible *e.g., Project Leader*
1. Task 6c	The Project Leader could call in sick, and there is no one to replace the team member.	Possible	Minor	Medium	Possible rescheduling of roster and/or project delays.	Project Team
2. Task 6c	IT Failure	Possible	Major	High	Have all digital data backed up on a cloud.	Project Team
3. Task 6c	Project team member resigns.	Possible	Minor	Medium	Allocate another staff member to the project team	Project Leader

4. Task 9	Project team member is sick.	Possible	Minor	Medium	Assess all project team members' workloads and reassign some tasks to other team members.	Project Leader
5.		Choose an item.	Choose an item.	Choose an item.		
6.		Choose an item.	Choose an item.	Choose an item.		
7.		Choose an item.	Choose an item.	Choose an item.		

Budget Template

Project title:	Green Leaf Café Community Engagement Project		
Project sponsor:	Gary Aziz		
Project manager:	Student's name		
Item *E.g. Wifi*	Budget (Task 5c) *E.g. $45.00 p/m*	Actual (Task 9, Task 10) *E.g. $66.00*	Under/Over (Task 10) *E.g. $21.00 over*
Wages (Project team leader) 5 hours @ $30.00 per hour for 4 weeks.	$600.00	$720.00	$120.00 over
Wages (Project team member 2) 4 hours @ $25.00 per hour for 4 weeks.	$400.00	$400.00	
Wages (Project team member 3) 4 hours @ $25.00 per hour for 4 weeks	$400.00	$400.00	
Mobile Phone (Project team leader and 2 x Project team members) $10.00 per week per person for 4 weeks.	$120.00	$120.00	
Travel Expenses	$150.00	$98.00	$52.00 under

Totals	$1670.00	$1738.00	$68.00 over
Approved by:		Finalised by:	Students name

Resources Template

Project title:	Green Leaf Café Community Engagement Project	
Project sponsor:	Gary Aziz	
Project manager:	Student's name	
Identify all resources needed to complete this project.		
Human	Physical	Financial
Project team lead	Computer Mobile Phone Desk Internet Printer	5 hours per week rostered project time 4 hours to compile and proofread the report (Task 9)
Project team member 2	Computer Mobile Phone Desk Internet Printer	4 hours per week rostered project time
Project team member 3	Computer Mobile Phone Desk Internet Printer	4 hours per week rostered project time

Project Stakeholders Template

Project title:	Green Leaf Café Community Engagement Project
Project sponsor:	Gary Aziz
Project manager:	(Student's name)

Stakeholders and responsibilities
Identify at least four (4) stakeholders involved in the project. You must include your name and role as project manager as the fourth stakeholder.

Stakeholder 1 – Project Sponsor	
Name:	Gary Aziz
Responsibilities: *(Approximate word length 15 – 20 words)*	Provide resources (time, space, IT, phone allowance) for team members to complete the project.

Stakeholder 2 – Team Member (1)	
Name/Position:	Team Members Name:

Responsibilities:
 	
(Approximate word length 100 - 150 words)
	Project Team to allocate responsibilities – The candidate's answer should reflect the team's decision from the project planning meeting.
	
	Task 4 Role Play Meeting - **Planning Project**
	
	• Research OzHarvest Australia.
	• Research one other organisation that aligns with Green Leaf Café's project objectives.
	• Provide a recommendation regarding which organisation best aligns with the project's requirements.
	• Assist in preparing a risk assessment by identifying a minimum of three (3) risks.
	
	Task 8 Role Play Meeting - **Implementing Project**
	
	• Using the Project Research template, write a report that:
	    o Outlines OzHarvest Australia's purpose
	    o Describe how Green Leaf Café could become involved with OzHarvest Australia
	    o Identify what the input from the café would be.

Stakeholder 3 – Team Member (2)

Name:	Team Members Name:

Responsibilities:
 	
(Approximate word length 100 - 150 words)
	Project Team to allocate responsibilities – The candidate's answer should reflect the team's decision from the project planning meeting.
	
	Task 4 Role Play Meeting - **Planning Project**
	
	• Research Clean Up Australia.
	• Research one other organisation that aligns with Green Leaf Café's project objectives.
	• Provide a recommendation regarding which organisation best aligns with the project's requirements.
	• Develop a list of resources needed for the project.
	Task 8 Role Play Meeting - **Implementing Project**
	
	• Using the Project Research template, write a report that:
	    o Outlines Clean Up Australia's purpose
	    o Describe how Green Leaf Café could become involved with Clean Up Australia
	    o Identify what the input from the café would be.
	• Writing the project introduction and helping Team Member 1 scope out Green Leaf Café's commitment to the OzHarvest project.

Stakeholder 4 – Project Team Leader	
Name:	Team Members Name:
Responsibilities: *(Approximate word length 200 - 250 words)*	Project Team to allocate responsibilities – The candidate's answer should reflect the team's decision from the project planning meeting. Task 4 Role Play Meeting - **Planning Project** - Research SecondBite. - Research another organisation that aligns with Green Leaf Café's project objectives. - Provide a recommendation regarding which organisation best aligns with the project's requirements. - Log the project and establish potential links with existing projects. - Develop a detailed project budget, encompassing all anticipated costs required to complete the project within the specified timeframe. - Develop a risk assessment by analysing and evaluating a minimum of three (3) risks. (Team Member 1 will assist in preparing a risk assessment by identifying three (3) risks). - Complete the resources template for each project team member. (Team Member 2 will assist in developing a list of resources needed for the project). Task 8 Role Play Meeting - **Implementing Project** - Using the Project Research template, write a report that: - Outlines SEcondBite's purpose - Describe how Green Leaf Café could become involved with the organisation - identify what the input from the café would be. Task 10: Role Play – Review the Project - Finalise the draft project report. - Update all logs and templates in the Green Leaf Café Project Management Tool Kit. - Submit Project Documents to Gary Aziz.

Reporting Requirements Template

Project title:	Green Leaf Café Community Engagement Project
Project sponsor:	Gary Aziz
Project manager:	Student's name

Reporting requirements
Outline the requirements on how progress will be reported during this project. You may refer to your organisation's processes or develop the requirements you intend to implement.

Indicate the frequency of each report submission, e.g. weekly.

Include in the reporting requirements the person responsible for submitting and receiving specific reports within the project.

Stakeholder/s	Information needed	Timeframe	Communication method
All team members	Progress report	Fortnightly	Teams meeting / Email

Project Status Log

Project title:	Green Leaf Café Community Engagement Project
Project sponsor:	Gary Aziz
Project Manager:	Student's name

Start Date e.g., 15/10/2023	Progress Status e.g., In progress, Not yet started, Completed	Task/Milestone e.g., Task allocated	Risks (blockers) e.g., Team members unable to agree	Resources e.g., Microsoft teams meeting	Task Assigned To e.g., All team members	Finish Date e.g., 23/10/2023
Candidates must select a date for when the task was initiated.	*Candidates must select an appropriate status using the drop-down list.*	*Candidates must specify the individual Task/Milestones or Deliverables set for the project.*	*Candidates must list the potential or actual blockers that may suspend the task from completion.*	*Candidates must list the resources required to complete the task, e.g., team members, cars for delivery,*	*Candidates must list the names of the stakeholders who are assigned to this task*	*Candidates must select a date using the date picker for when the task was completed.*

30/10/2023	Complete	• Research Clean Up Australia and one other organisation • Recommend which organisation best aligns with the project's requirements. • Develop a list of resources needed for the project.	No Blockers	Microsoft Teams Meeting	Team Member 2	01/11/2023
30/10/2023	Complete	• Research OzHarvest Australia and one other organisation • Recommend which organisation best aligns with the project's requirements. • Assist in preparing a risk assessment by identifying a list of risks.	No Blockers	Microsoft Teams Meeting	Team Member 1	01/11/2023
30/10/2023	Complete	• Research SecondBite and one other organisation • Recommend which organisation best aligns with the project's requirements. • Log the project and establish potential links with existing projects.	No Blockers	Microsoft Teams Meeting	Project Lead	03/11/2023

		• Develop a detailed project budget • Develop a Risk Management Plan • Complete the resources template for each project team member.				
08/11/2023	Complete	• Write a report on OzHarvest describing how Green Leaf Café could become involved with OzHarvest Australia • Write the introduction for the project report.	Team member has been unwell for two weeks	Email	Team Member 1	21/11/2023

Communication Log

Project Title:	Green Leaf Café Community Engagement Project		
Project Sponsor:	Gary Aziz		
Project Manager:	Candidate's name		
	Every communication that takes place regarding the project should be recorded here to provide a record that can be referred to throughout the project.		
Date *Record the date of every communication*	Method *Record how the communication took place.*	Participants *List all stakeholders who were part of the communication*	Record of discussion and/or any decisions made *For example, an Initial meeting held on Teams to run through templates and delegate tasks, all tasks recorded in the status log*
28/10/2023	Email	Gary Aziz, Team Leader	The team leader sent an Email sent seeking clarification on the project scope: • Overtime Pay • Mobile Phone Reimbursement • Reporting Format

30/10/2023	Email	Team Leader, Project Team Member 1, Project Team Member 2	Team Leader sent an Email scheduling the initial planning meeting. Attached are copies of: • Green Leaf Café Mission, Vision, Values, and Culture • Green Leaf Café Project Management Tool Kit • Green Leaf Café Project Management Policy and Procedure • Green Leaf Café Risk Management Policy and Project • Green Leaf Café Report Template
30/10/2023	Teams	Team Leader, Project Team Member 1, Project Team Member 2	Teams meeting to nominate six organisations that the project team will investigate further and assign tasks and responsibility
30/10/2023	Email	Gary Aziz, Team Leader	Gary Aziz clarified overtime pay, mobile and reporting requirements.
1/11/2023	Email	Team Leader, Project Team Member 1	Notifying team leader of what organisation she will be researching – Oz Harvest and a list of risks to include in the risk assessment
1/11/2023	Email	Team Leader, Project Team Member 2	Notifying the team leader of what organisation he will be researching – Clean Up Australia and a list of resources team members will need to complete the project.
03/11/2023	Email	Gary Aziz, Team Leader	Email requesting Gary Aziz approves the project plan. Attached copies of the following: Existing Project Log • Risk Management Template • Budget Template • Resource Template • Project Stakeholder Template • Reporting Requirements Template

03/11/2023	Email	Gary Aziz, Team Leader	Approval and Authorisation for Project Budget
04/11/2023	Teams	Team Leader, Project Team Member 1, Project Team Member 2	Meeting with the project team to determine the allocation of tasks, resources, and project completion timeframes.
18/11/2023	Email	Team Leader, Project Team Member 1	Notifying the team leader, she has been unwell for the past two weeks has prevented her from working on the project.
18/11/2023	Email	Team Leader, Project Team Member 2	Notifying the team leader, he has completed his part of the project
02/12/2023	Teams	Team Leader, Project Team Member 1, Project Team Member 2	Meeting with the project team to finalise the draft report, compare project expenses against the budget, and complete Project Review Template.
08/12/2023	Email	Gary Aziz, Team Leader	Green Leaf Café Project Management Tool Kit and the report on community engagement options emailed to Gary Aziz
09/12/2023	Email	Team Leader, Project Team Member 1, Project Team Member 2	The Team Leader advised the team the project report had been submitted, provided some constructive feedback on the project process and informed them they would be returning to their normal duties.

Project Review Template

Answers will depend upon the team project but should reflect the scenario provided. A sample answer is provided in the space below.

Project title:	Green Leaf Café Community Engagement Project
Project sponsor:	Gary Aziz
Project Team Leader:	Candidate's name

Project objective and deliverables	
Were objectives and deliverables achieved against the Project Scope and the Project Plan? Yes or No.	

Project objective and deliverables	Yes/No
Project objective	Yes
Deliverable 1: Written report to the Project Sponsor, including: • Name of community project/charity • Outline of their purpose • Describe how Green Leaf Café could become involved • Describe what the input from the café would be (time, goods, money)	Yes
Deliverable 2:	
Deliverable 3:	

Project milestones	
Were project milestones met?	Yes

Project budget and financial recordkeeping	
Provide the financial information of what you have spent on this project.	

Did the project come in on budget?	No

Indicate the final $ figures for the items included in the project plan.	Amount spent
Wages (Project team leader) 5 hours @ $30.00 per hour for 4 weeks + an extra four (4) hours to compile and proofread the report.	$720.00

Wages (Project team members 1 & 2) 4 hours @ $25.00 per hour for 4 weeks x 2 people	$800.00
Mobile Phone (Project team leader and 2 x Project team members) $10.00 per week per person for 4 weeks	$120.00
Travel Expenses	$98.00
TOTAL	
What is the difference between the budgeted and actual spend (+/-)?	$68.00 over

Recommendations for improvement
Give details of any recommendations about this and future projects.
• Better planning in the future to ensure that everything is included in the initial budget. • Training should be included in the scope of this project.

Signoffs for concluding the project			
Delegating authority signature:	Gary Aziz		
Project manager signature:	Student Name	Project manager signature:	Student Name