BSBPMG430

Undertake Project Work

Project

Assessor Guide

Task 6: Finalise Project Plan

Student Instructions

Read the two emails below from your project team members.

Access the Project Management Tool Kit and use the information provided in the emails from your team members to:

a. Complete the Resource Template by identifying the Human, Physical and Financial resources needed to complete the project

b. Complete the Risk Management Template by identifying, analysing and mitigating three (3) potential risks. Take a screenshot of the template and post in the table below.

c. Complete the Reporting Requirements Report by outlining how progress will be reported during this project.

d. Update the Existing Project Log and answer the questions at the end of the log in the space provided.

Email 1

	To:	Project Team Lead
	From:	Project Team Member 1
	Subject:	Assigned tasks from - Project Team Meeting
	Attachments:	

Hi Project Team Leader,

Following our meeting the other day, I believe OzHarvest Australia best fits our project objectives. They align perfectly with Green Leaf Café's mission.

Also, I have thought about a few risks we need to consider and plan for:

- Team Leader's Availability: If you, as the Team Leader, can't make it due to illness or some unexpected situation, and there's no one to step in, it could slow us down.
- IT Glitches: Technical problems might affect our project's flow and communications.
- Power Outages: A power outage could disrupt our plans and even lead to data losses.
- Team Member Resignation: If someone on the team resigns, we'd have to shuffle responsibilities and adapt our plan.

I am looking forward to hearing Gary's thoughts on my recommendation.

Kind regards

Project Team Member 1

Email 2

To:	Project Team Lead
From:	Project Team Member 2
Subject:	Assigned tasks from - Project Team Meeting
Attachments:	

Hi Project Team Leader,

After our recent meeting, I'm excited to recommend Clean Up Australia as the perfect fit for our project in line with Green Leaf Café's mission.

Also, as requested, I have put together a list of resources we'll need for the project to run smoothly:

- Computer
- Mobile Phone
- Desk
- Internet
- Printer

I'm eager to hear Gary's thoughts on my recommendation.

Best regards

Project Team Member 2

GREENLEAF

To be completed for this task the following documents in the *Green Leaf Café Project Management Tool Kit*:

    a. Resource Template
    b. Reporting Requirements Template
    c. Risk Management Template (Take a screenshot of the template and post in the table below)
    d. Existing Project Log

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.	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.	IT Failure	Possible	Major	High	Have all digital data backed up on a cloud.	Project Team
3.	Project team member resigns.	Possible	Minor	Medium	Allocate another staff member to the project team	Project Leader
4.		Choose an item.	Choose an item.	Choose an item.		

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)

Assessor Guide
The candidate's response must consider Green Leaf Café Mission, Vision, Values, and Culture and reflect the sample answer provided.

Both the current project and the biodegradable cutlery demonstrate integrity and care for the environment, as stated in the three (3) following statements from Green Leaf Café's Mission, Vision, Values, and Culture:
- To embed environmental sustainability in all aspects of its operations
- To inspire people to choose a lifestyle that is healthier, sustainable and more compassionate through a plant-based diet
- We 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.

SWIN
BUR
•NE•

SWINBURNE
OPEN
EDUCATION

Task 7: Seek Approval for Project

Review the following documents in the Project Management Tool Kit to ensure they are complete:
- Existing Project Log
- Risk Management Template
- Budget Template
- Resource Template
- Project Stakeholder Template
- Reporting Requirements Template

Once you are satisfied that the planning process is complete, use the email template below to draft an email to Gary Aziz (your assessor). In the email, you must:

- Brief Gary on the three organisations your team has selected to research more:
    - Clean Up Australia
    - Oz Harvest Australia
    - SecondBite.

- Explain the approach your team took to develop the project plan and assign tasks.
- Attach a copy of the Project Management Tool Kit with the following templates and logs completed:
    - Existing Project Log
    - Risk Management Template
    - Budget Template
    - Resource Template
    - Project Stakeholder Template
    - Reporting Requirements Template.

- Request Gary's authorisation to commence the project.
- Request Gary authorise the budget.

(Approximate word length 300 - 400 words)

To be completed for this task Email Template
Assessor Guide

The candidates must draft an email to Gary Aziz (you, the assessor) requesting approval to implement their project plan. In the email, they must:

- Brief Gary on the three (3) organisations the team have recommended they research.
- Explain the team's approach to developing the project plan and assigning tasks.
- Attach copies of all the completed Project Plan documents to familiarise Gary with the plan's details.
- Request Gary's authorisation to commence the project and authorise the project budget.

The candidate's response must reflect the sample answer provided.

Email Template

To:	Gary Aziz
From:	Students Name
Subject:	Requesting approval to implement the project plan
Attachments:	Project Management Tool Kit

Dear Gary,

I hope this email finds you well. I am writing to provide you with an update on our project planning process and seek your authorisation to commence the project.

During our planning phase, we have reviewed and developed the following documents, copies of which are attached:

- Existing Project Log: We have carefully documented and reviewed all relevant information related to existing projects to identify potential links and synergies.
- Risk Management Template: A comprehensive risk assessment has been conducted, identifying, analysing, and evaluating potential risks to our project.
- Budget Template: We have developed a detailed project budget that covers all anticipated costs required to complete the project within the specified timeframe.
- Resource Template: The resource allocation plan for each project team member has been completed, ensuring that all resources are accounted for.
- Project Stakeholder Template: We have outlined the responsibilities of each team member, clarifying their roles and duties within the project.
- Reporting Requirements Template: We've detailed the reporting requirements and expectations for the project.

Regarding the three organisations, we recommend for further research:

Clean Up Australia: Clean Up Australia encourages businesses to reduce waste, aligning with Green Leaf Café's commitment to embedding environmental sustainability in its operations.

Oz Harvest Australia: OzHarvest aims to reduce food waste and provide for those in need, reflecting Green Leaf Café's vision to inspire a healthier, sustainable, and compassionate lifestyle through a plant-based diet.

SecondBite: SecondBite focuses on ending waste and hunger by ensuring good food reaches those in need, aligning with Green Leaf Café's vision for a healthier, sustainable, and compassionate lifestyle.

We adopted a collaborative approach to assign tasks within our team, ensuring that each member's strengths and expertise were considered. The responsibilities were distributed as follows:

- Team Member 1 was responsible for researching and reporting on OzHarvest Australia.
- Team Member 2 was responsible for researching and reporting on Clean Up Australia.

- I was assigned the task of researching and reporting on SecondBite.

The team also collaborated on developing a list of resources and the risk management project assessment.

I have attached the completed documents for your reference and review. Please let me know if you have any questions.

I kindly request your authorisation to commence the project and approve the budget.

Best regards,

[Candidates Name]

Project Team Leader

Green Leaf Café Project Team

*Remember to include details of all communication with your project team in the Communication Log.

Task 8: Role-play 2 – Implementing Project

Role-play instructions

The role-play/meeting must include at least number two (2) participants, must not exceed 15 minutes in duration and must address all elements of the Observation Checklist below.

In this task, you will participate in a role-play/meeting with two other people playing the roles of the project team members.

These persons may be resourced using one of the following options:
1. Peers who you are already working within the industry your qualification relates to.
2. Fellow students. Please contact your fellow students via the Discussion Forum and coordinate your role-play with them directly.

If you cannot find participants to play the role of the project team members, contact your assessor via the Discussion Forum, who will discuss options for pairing up with other students to complete this task.

Option 1: Peer participants
Should you complete this task with your Peers, you must fully brief all participants, providing them with the context to the role-play/meeting, a role outline to play and a copy of the observation checklist so that they can prepare for the recording.
Peers must state their name and job title at the start of the recording to inform consent.

Option 2: Fellow student participants
Fellow students participating in the recording must be provided context to their role and responsibilities in the session and have reviewed the assessment activity and observation checklist to prepare for the recording.
Students will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

Recording instructions
Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."

The time taken to capture consent at the start of the recording does not count towards the recording time limit. Save the recording as 'BSBPMG430 Role-Play2_YourName_DDMMYYYY'.

Include this recording as part of your assessment submission.

Role-play context

The Project Team have received the following email from Gary Aziz.

To:	Project Team Lead, Project Team Member 1, Project Team Member 2
From:	Gary Aziz
Subject:	Approval and Authorisation for Project Research
Attachments:	

Hi Team,

I appreciate the thorough planning and the clear recommendations you've provided. I am pleased to approve and authorise the project team to research the three organisations you've suggested.

Please report back with a more comprehensive report which includes the following information for each organisation:

- Name of the organisation.
- Purpose of the organisation.
- How Green Leaf Café can become involved.
- The input of the café in the organisation's activities.

I also approve the budget and look forward to the progress of this project.

Cheers,

Gary Aziz

Owner/Director Green Leaf Café g.aziz@greenleafcafe.com.au

Instructions for student

This role-play activity will require you to organise a meeting with two (2) other project team members. You will all have to take an active part in the role-play.

Access and review the Green Leaf Café Report Template. You must use this template during the role-play meeting to communicate the project reporting requirements to the project team members.

Conduct a team meeting with your project team to determine the allocation of tasks, resources, and project completion timeframes. During this meeting, assign each team member the responsibility of conducting in-depth research and reporting on one of the selected organisations. When making these assignments, consider your team members' preferences regarding the organisation they want to research and report on. Assign them their preferred organisations unless there are compelling reasons not to do so.

All decisions made during this meeting (e.g. which task is assigned to which team member) should be carefully noted in the Project Stakeholders Template. You must allocate tasks equitably between yourself and the team members.

Prior to the meeting

To prepare for this meeting, please provide the participant role-playing Team Member 1 and Team Member 2 with a copy of the scenario, the Approval and Authorisation for Project Research email from Gary Aziz and a copy of the Green Leaf Café Report Template (Task 8).

During the role-play, you will be assessed demonstrating the criteria outlined below:

- Consulting team members and apply their views in planning the project.
- Communicating to project team members their responsibilities and project requirements.
- Participating in verbal discussions using clear language and appropriate features to present or seek information
- Using listening and questioning skills to seek information and confirm understanding.
- Using appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations.
- Communicating with project team members to generate input and engagement in implementing the project.
- Supporting team members to enable them to achieve deliverables.
- Participating in verbal discussions using clear language and appropriate features to present or seek information.
- Implementing plans for managing the project.

This meeting is to be a discussion and must not exceed 15 minutes in duration.

To be completed, saved and submitted for this task:

Recording of role-play 2 meeting

Role-play context for the participant role-playing Project Team Member 1

> **CONTEXT**
>
> You are a project team member tasked with exploring how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement.

> The team presented Gary Aziz, the café owner, with three organisations meeting Green Leaf Café's objectives.
>
> Gary has approved the team to further research each of the organisations.

Instructions for the participant role-playing Project Team Member 1

You are a project team member meeting with the project team to plan the implementation of the projects that Gary Aziz has approved.

Before the role-play meeting, read the scenario and the Approval and Authorisation for Project Research email from Gary Aziz and familiarise yourself with the Green Leaf Café Report Template (Task 8).

The project team leader will refer to them during the meeting.

During the meeting:

- Engage actively in the meeting by providing your input and suggestions.
- Expresses a desire to further research and complete the Oz Harvest Australia report.
- Ask the following question:
  - When does the work need to be completed?

Please note:
- You are not required to actually research and write the report for Clean Up Australia.
- The student being assessed will be recording this meeting and submitting the recording for assessment.

The candidate must demonstrate the following during the role-play meeting:
Consulting team members and applying their views in planning the project.
Communicating to project team members their responsibilities and project requirements.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Using listening and questioning skills to seek information and confirm understanding.
Using appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations.
Communicating with project team members to generate input and engagement in implementing the project.
Supporting team members to enable them to achieve deliverables.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Implementing plans for managing the project.

Role-play context for the participant role-playing Project Team Member 2

> **CONTEXT**
>
> You are a project team member tasked with exploring how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement.
>
> The team presented Gary Aziz, the café owner, with three organisations meeting Green Leaf Café's objectives.
>
> Gary has approved the team to further research each of the organisations.

Instructions for the participant role-playing Project Team Member 2

You are a project team member meeting with the project team to plan the implementation of the projects that Gary Aziz has approved.

Before the role-play meeting, read the scenario and the Approval and Authorisation for Project Research email from Gary Aziz and familiarise yourself with the Green Leaf Café Report Template (Task 8).

The project team leader will refer to them during the meeting.

During the meeting:

- Engage actively in the meeting by providing your input and suggestions.
- Expresses a desire to research further and complete the report for Clean Up Australia.
- Ask the following questions:
    - How do I report my progress on the project?

Please note:
- You are not required to actually research and write the report for Clean Up Australia
- The student being assessed will be recording this meeting and submitting the recording for assessment.

The candidate must demonstrate the following during the role-play meeting:
Consulting team members and applying their views in planning the project.
Communicating to project team members their responsibilities and project requirements.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Using listening and questioning skills to seek information and confirm understanding.
Using appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations.
Communicating with project team members to generate input and engagement in implementing the project.
Supporting team members to enable them to achieve deliverables.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Implementing plans for managing the project.

To be completed, saved and submitted for this task:

o *Recording of role-play meeting*

Assessor Guide

The candidate must demonstrate each of the criteria in the observation checklist below.

Observation Checklist		
The student was observed demonstrating the following during their meeting:	Satisfactory /Not Yet Satisfactory S/NYS	Assessor Comment The Assessor must provide specific written comments on the student's performance.
Consulting team members and applying their views in planning the project The candidate can demonstrate this by: • Actively listening to team members • Initiating open discussion and encouraging team members to share their thoughts and suggestions regarding the project. • Encouraging participation in the project • Applying team members' suggestions on what should be included in each report section. • Acknowledging Team Member's desire to research further and complete the report for OzHarvest Australia. • Acknowledging Team Member 2's desire to research further and complete the report for Clean Up Australia.		
Communicating to project team members their responsibilities and project requirements. The candidate must brief the team members on the project deliverables as per the Project Scope template. During this briefing, they must cover: Write a written report to the Project Sponsor, which includes: • 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).		
Participating in verbal discussions using clear language and appropriate features to present or seek information The candidate can demonstrate this by: • Using clear and concise language to convey their ideas		

SWIN BUR NE

SWINBURNE OPEN EDUCATION

• Present information to the team in a logical and structured manner, making it easier for the team members to follow • engaging in the conversation by actively listening to the other team members • Summarising key points or takeaways from the discussion when appropriate, ensuring everyone is on the same page • Summarising any decisions, action items, or next steps.		
Using listening and questioning skills to seek information and confirm understanding. The candidate can demonstrate listening skills by: • Paying close attention to what team members are saying • Showing that they are engaged by making eye contact, nodding, and providing verbal cues • Not interrupting team members when they are speaking • Paraphrasing and summarising what they believe the team members are saying The candidate can demonstrate questioning skills by: • Asking team members open-ended questions • Seek clarification, e.g. "I'm not entirely clear on that point. Can you elaborate?" • Avoiding leading questions		
Using appropriate communication protocols and practices to ensure a shared understanding of project roles and expectations. The candidate can demonstrate this by: • Encouraging team members to acknowledge their assigned roles and responsibilities to confirm their understanding. • Providing a brief overview of the project, its goals, and the expected outcomes to the team members. • Scheduling regular check-in meetings or status updates to review progress and ensure that everyone is on track with their assigned tasks. • Establishing communication guidelines, including preferred communication		

SWIN
BUR
• NE •

SWINBURNE
OPEN
EDUCATION

channels, frequency of updates, and protocols for reporting progress or issues.		
Communicating with project team members to generate input and engagement in implementing the project. The candidate can demonstrate this by: • Establishing communication guidelines, including preferred communication channels, frequency of updates, and protocols for reporting progress or issues. • Scheduling regular check-in meetings or status updates to review progress and ensure that everyone is on track with their assigned tasks. • During the meeting, actively engaging team members in open discussions, posing questions about project implementation and encouraging them to share their thoughts, ideas, and suggestions. • Actively listen to team members as they share their input.		

Supporting team members to enable them to achieve deliverables.
 	
The candidate can demonstrate this by:
• Clearly defining which organisations each team member is further researching and writing a report on.
• Asking team members if they understand the requirements of the task.
• Encourage team members to ask questions if anything is unclear
• Taking notes and recording which organisation each team member is researching
• Answering questions from team members:
    o How do I report my progress on the project?
    o When does the work need to be completed?		

Participating in verbal discussions using clear language and appropriate features to present or seek information. The candidate can demonstrate this by: • Using nonverbal cues like nodding or smiling to acknowledge that you are listening and understanding. • Allow the team member to finish their thoughts before responding.		

SWIN
BUR
• NE •

SWINBURNE
OPEN
EDUCATION

- Rephrasing or summarising what the speaker has said. - Respecting differing opinions. - Allowing the team member to finish their thoughts before responding.		
Implementing plans for managing the project The candidate can demonstrate this by: - Clearly defining which organisations each team member is further researching and writing a report on. - Take notes and recording which organisation each team member is researching. - Establishing communication guidelines, including preferred communication channels, frequency of updates, and protocols for reporting progress or issues. - Scheduling regular check-in meetings or status updates to review progress and ensure that everyone is on track with their assigned tasks.		

Task 9: Undertake the Project

Two weeks after your role-play planning meeting, you receive the following email from your project team members.

Email 1

To:	Project Team Lead
From:	Project Team Member 1
Subject:	Project Progress Report
Attachments:	• Green Leaf Café's Report Template

Hi Project Team Leader,

I wanted to provide you with an update on my progress regarding the project.

Unfortunately, I have been unwell for the past two weeks, which has prevented me from working on the project.

I've started the research and have made some headway documenting this. I've attached what I've managed to complete so far to this email. While I'm not as far along as I had hoped, I'm confident that the information I've gathered is valuable and aligns with Green Leaf Café's mission and values.

I'm feeling better now and will prioritise my responsibilities to complete my research on OzHarvest and update the project report template as soon as possible. However, given the time lost, I anticipate that I won't be able to meet next week's deadline.

I kindly request a one-week extension to complete my part of the project. This additional time will allow me to thoroughly research OzHarvest and ensure that my contributions to the project are of a high standard.

Kind regards

Project Team Member 1

Email 2

	To:	Project Team Lead
	From:	Project Team Member 2
	Subject:	Project Progress Report
	Attachments:	• Green Leaf Café's Report Template

Hi Project Team Leader,

I wanted to provide you with an update on my progress regarding the project.

I have completed my part of the project. I have thoroughly researched Clean Up Australia and documented my findings in the Report Template.

The organisation's mission and objectives align seamlessly with Green Leaf Café's commitment to environmental sustainability, making it a compelling choice for our project. I have attached the completed Report Template to this email for your review and consideration.

Best regards

Project Team Member 2

Project related issues

- During the project's first two weeks, the Café is unusually busy, causing you to work on the floor for some of your allocated project time. This delays the project by two weeks.
- With Team Member 1 absent for two weeks due to illness, you need to reassign some of her duties to Team Member 2. This included writing the project introduction and helping Team Member 1 scope out Green Leaf Café's commitment to the OzHarvest project.
- Due to these delays, you estimate you will need an extra four (4) hours to compile and proofread the report. Gary has approved the additional time.

Instructions to candidate

a. Download the Green Leaf Café Report (Task 9), complete your research and write your report. Combine your research and findings and your team members into a single report. Finalise the report by:
   - Writing a conclusion that summarises the contents of the report.
   - Carefully reading the entire report, checking for grammatical errors, spelling mistakes, and clarity. Edit any sentences or sections that need improvement.
   - Ensuring the report follows a logical structure, with headings, subheadings, and sections properly formatted. Ensure the font, spacing, and layout are consistent throughout.
   - Review and double-check that references have been included.

Assessor Guide
See the sample answer - Green Leaf Café Report Template

b. Update the project templates and logs in the Project Management Tool Kit to reflect the changes brought about by the project-related issues above. Make sure to account for any shifts in the project timeline, resources, and potential risks that have arisen.

Task a screenshot of the updated:

- budget template reflecting the actual cost of the project
- risk management template reflecting any additional risks you identified

and paste in the table below.

c. The project's progress is at risk due to Team Member 1 being ill. To provide support to Team Member 1 and ensure the effective delivery of the project, you need to delegate some of her tasks to Team Member 2.

Use the email template below to draft an email to your team members informing them of the redistribution of workload.

(Approximate word length 120 -140 words)

If the risk of a project team member being ill was not identified in the initial risk assessment (Task 6c), the Risk Management Template must be updated during the project (Task 9) to demonstrate the project-related issues have been considered.

The candidate's response must reflect the sample answer provided.

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 9b	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.		

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) *E.g. $66.00*	Under/Over *E.g. $21.00 over*
Wages (Project team leader) 5 hours @ $30.00 per hour for 4 weeks.	$600.00	$720.00	
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		
Totals	$1670.00		
Approved by:		Finalised by:	Students name

Version 1.1 October 2023

The candidate must draft an email to the project team providing support to enable them to achieve the project deliverables by reassigning tasks from Team Member 1 to Team Member 2. The tasks they reassign may be different to the sample answer. However, they must include tasks that have been assigned to Team Member 1 in the Project Stakeholders Template.

The candidate's response must reflect the sample answer provided.

Email Template

To:	Project Team Member 1; Project Team Member 2
From:	Students Name
Subject:	Reassigning Tasks
Attachments:	

Hi Team,

I hope this message finds you well.

As you are aware, the café has been exceptionally busy in recent weeks, and Team Member 1 has taken some personal leave. To minimise possible delays and provide support to Team Member 1 during this time, I have made the decision to reassign the responsibility for two specific tasks to Team Member 2:

- Drafting the report introduction
- Identifying the café's contribution to the OzHarvest project

I want to emphasise the importance of open and transparent communication among all team members to ensure a smooth transition of these responsibilities. If you have any questions or require additional information, please do not hesitate to contact me.

Your understanding and cooperation are greatly appreciated during this period.

[Candidates Name]

Project Team Leader

Green Leaf Café Project Team

Task 10: Role-play – Review the Project

The role-play/meeting must include at least number two (2) participants and not exceed 15 minutes in duration.

In this task, you will participate in a role-play/meeting with two other people playing the roles of the project team members.

These persons may be resourced using one of the following options:
1. Peers who you are already working within the industry your qualification relates to.
2. Fellow students. Please contact your fellow students via the Discussion Forum and coordinate your role-play with them directly.

If you cannot find participants to play the role of the project team members, contact your assessor via the Discussion Forum, who will discuss options for pairing up with other students to complete this task.

Option 1: Peer participants
Should you complete this task with your Peers, you must fully brief all participants, providing them with the context to the role-play/meeting, a role outline to play and a copy of the observation checklist so that they can prepare for the recording.

Peers must state their name and job title at the start of the recording to inform consent.

Option 2: Fellow student participants
Fellow students participating in the recording must be provided context to their roles and responsibilities in the session. They must have reviewed the assessment activity and observation checklist to prepare for the recording.

Students will need to state their name and that they are a student (as their job title) at the start of the recording to inform consent.

Recording instructions
Your role play must be recorded with all participants captured in a virtual room using a system such as Zoom, Skype or Teams.

Consent to participate in the recording must be captured for all participants at the start of the meeting. This is achieved by the student reading the following statement at the start of the recording, with all participants replying with their name and job title to inform consent.

> *"This session/presentation is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my Assessor for grading. All participant/s in this session indicate their consent to be included in this recording by stating their name and job title."*

The time taken to capture consent at the start of the recording does not count towards the recording time limit. Save the recording as 'BSBPMG430 Role-play 1_YourName_DDMMYYYY'.

Include this recording as part of your assessment submission.

Instructions for student

This role-play activity requires you to consult with your project team to review the project. Two (2) other project team members will participate in the meeting. All team members are to collaborate and contribute equally to the planning process.

During this meeting, you must:

- Review the final draft report template with your team and make any changes.
- Complete the Project Review Template.

- Complete financial recordkeeping associated with the project and reconcile to the agreed budget.

Before the role-play meeting

To prepare for this meeting, please provide the participant role-playing Team Member 1 and Team Member 2 with a copy of the scenario and copies of the following documents.

- *Completed Green Leaf Café Project Management Tool Kit*
- *Completed Green Leaf Café Report Template*

This will allow them to prepare and contribute to the meeting.

During the role-play meeting

This meeting is to be a discussion and must not exceed 15 minutes in duration. You will be assessed by demonstrating the criteria outlined below.

- Consulting and communicating with team members to generate input and engagement in project review.
- Providing support to team members to enable them to achieve deliverables.
- Using listening and questioning skills to seek information and confirm understanding.
- Participating in verbal discussions using clear language and appropriate features to present or seek information.
- Reviewing project outcomes and processes against the project scope and plan.

To be completed, saved and submitted for this task:
   o *Recording of role-play 3 meeting*

Role-play context for the participant role-playing Project Team Member 1

CONTEXT

You are a project team member tasked with exploring how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement.

After in-depth research, the team has produced a draft report for Gary Aziz, the café owner, recommending three organisations the café could work with to meet Green Leaf Café's objectives.

You will be meeting with the project team leader and one other team member to:
- Review and finalise the draft report.
- Review the project expenses to ensure they align with the agreed budget.
- Completing the Project Review Template.

Instructions for the participant role-playing Project Team Member 1

Before the role-play meeting

Familiarise yourself with:

- *Green Leaf Café Project Management Tool Kit*
  - o *Project Review Template*
  - o *Budget Template*
- *Green Leaf Café Report Template*

The project team leader will refer to them during the meeting.

During the meeting

- Engage actively in the meeting by suggesting any changes to the Report Template. The template should be complete. Revisions you could suggest include formatting changes, spelling errors, grammar errors and referencing.
- When reviewing the Project Review Template, give your opinion on whether the Project Deliverables were achieved.

Please note: The student being assessed will be recording this meeting and submitting the recording for assessment.

The student must demonstrate the following during the meeting:
Consulting and communicating with team members to generate input and engagement in reviewing the project.
Using listening and questioning skills to seek information and confirm understanding.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Reviewing project outcomes and processes against the project scope and plan.

Role-play context for the participant role-playing Project Team Member 2

CONTEXT
You are a project team member tasked with exploring how Green Leaf Café can contribute to the well-being of people and the environment to align with its Mission, Vision, Values, and Culture statement. After in-depth research, the team has produced a draft report for Gary Aziz, the café owner, recommending three organisations the café could work with to meet Green Leaf Café's objectives. You will be meeting with the project team leader and one other team member to: • Review and finalise the draft report. • Review the project expenses to ensure they align with the agreed budget. • Completing the Project Review Template.

Instructions for the participant role-playing Project Team Member 2

Before the role-play meeting

Familiarise yourself with:

- *Green Leaf Café Project Management Tool Kit*
  - o *Project Review Template*
  - o *Budget Template*
- *Green Leaf Café Report Template*

The project team leader will refer to them during the meeting.

During the meeting

- Engage actively in the meeting by suggesting any corrections to the Report Template. The template should be completed. Revisions you could suggest include formatting changes, spelling errors, grammar errors and referencing.
- Advise the team leader that you have two taxi receipts that have not been reimbursed. These were incurred when meeting with Clean Up Australia's community engagement manager. The total amount of the receipts is $98.00.

Please note: The student being assessed will be recording this meeting and submitting the recording for assessment.

The student must demonstrate the following during the meeting:
Consulting and communicating with team members to generate input and engagement in reviewing the project.
Using listening and questioning skills to seek information and confirm understanding.
Participating in verbal discussions using clear language and appropriate features to present or seek information.
Reviewing project outcomes and processes against the project scope and plan.

To be completed, saved and submitted for this task:

- *Recording of role-play 3 meeting*

Assessor Assessor Guide

The candidate must demonstrate each of the criteria in the observation checklist below.

Observation Checklist		
The student was observed demonstrating the following during their meeting :	Satisfactory /Not Yet Satisfactory S/NYS	Assessor Comment The Assessor must provide specific written comments on the student's performance.
Consulting and communicating with team members to generate input and engagement in reviewing the project. The candidate can demonstrate this by: • Actively listening to team member's opinions about whether the deliverables were achieved.		

• Initiating open discussion and encouraging team members to share their thoughts and suggestions during the project review. • Encouraging participation in the project review • Applying team members' suggestions on changes to formatting, grammar and spelling. • Including additional expenses to the budget.		
Using listening and questioning skills to seek information and confirm understanding. The candidate can demonstrate listening skills by: • Paying close attention to what team members are saying • Showing that they are engaged by making eye contact, nodding, and providing verbal cues • Not interrupting team members when they are speaking • Paraphrasing and summarising what they believe the team members are saying The candidate can demonstrate questioning skills by: • Asking team members open-ended questions • Seek clarification, e.g. "I'm not entirely clear on that point. Can you elaborate?" • Avoiding leading questions		
Participating in verbal discussions using clear language and appropriate features to present or seek information. The candidate can demonstrate this by: • Using clear and concise language to convey their ideas • Present information to the team in a logical and structured manner, making it easier for the team members to follow • Engaging in the conversation by actively listening to the other team members • Summarising key points or takeaways from the discussion when appropriate, ensuring everyone is on the same page • Summarising any decisions, action items, or next steps.		
Reviewing project outcomes and processes against the project scope and plan. The candidate can demonstrate this by:		

SWIN BUR ·NE·

SWINBURNE OPEN EDUCATION

• Asking team members open-ended questions • Actively listening to team member's opinions about whether the deliverables were achieved. • Initiating open discussion and encouraging team members to share their thoughts and suggestions during the project review.		

*Remember to include details of all communication with your project team in the Communication Log.

Task 11: Finalise the Project

After meeting with your project team to review the draft report, you must now finalise the project. To do this:

- Ensure all templates and logs within the Green Leaf Café Project Management Tool Kit have been appropriately filled out and completed.
- Finalise the Green Leaf Café Report (Task 9).

a. Submit Project Documents to Gary (Your Assessor) by uploading PDF copies of the following documents to the Learning Management System (LMS):
   - Green Leaf Café Project Management Tool Kit
   - Your finalised report on community engagement options
   - This assessment document.

b. The Project Team have received the following email from Gary Aziz.

To:	Project Team Lead, Project Team Member 1, Project Team Member 2
From:	Gary Aziz
Subject:	Project Completion - Great Job
Attachments:	

Hi Team,

I hope you're doing well. I wanted to drop you a quick message to say that I'm absolutely thrilled with how the Green Leaf Café project has turned out. It's my pleasure to sign off on the project and consider it completed officially.

I'm incredibly impressed with the three community project options you've proposed. They fit our values perfectly, and it's clear that you've put a lot of thought into them.

With this sign-off, we can move forward confidently and implement the chosen community projects. Let's keep making a positive impact on society and the environment.

Thanks again for your outstanding work, and I'm looking forward to Green Leaf Café's continued success in our community.

Gary Aziz

Owner/Director Green Leaf Café g.aziz@greenleafcafe.com.au

Using the template below, send an email to your project team members with the following information:

- Advise them that Gary Aziz has approved the project report.
- Provide some constructive feedback on the project process, highlighting areas of improvement and what went well.
- Inform them that they will return to their regular duties next week.

(Approximate word length 150 - 180 words)

Email Template

To:	Project Team Member 1; Project Team Member 2
From:	Students Name
Subject:	Project Completion
Attachments:	

Hi Team,

I hope you are having a great day!

I'm excited to inform you that we have completed and submitted the project report to Gary Aziz, and it has been approved. This is fantastic news, and it couldn't have happened without your hard work, dedication, and collaboration. I truly appreciate your contributions to this project.

I believe that constructive feedback is essential for our growth and development. Here are a few key points:

What Went Well:
The team's commitment and dedication to aligning Green Leaf Café with its mission, vision, and values were commendable. Your research and attention to detail played a crucial role in our success.

Areas of Improvement:
While we did exceptionally well, there's always room for improvement. In future projects, let's work on even more effective communication and coordination to ensure we meet our deadlines with less stress.

Starting next week, we'll shift our focus back to our daily duties within the café.

If you have any questions, please feel free to contact me.

[Candidates Name]

Project Team Leader

Green Leaf Café Project Team

Assessment checklist:

Candidates must have completed all activities in the assessment checklist before submitting.

Assessment Checklist		
Task	**Activity**	**Tick when completed**
Task 1	Green Leaf Café Project Scope Template (Green Leaf Café Project Management Tool Kit)	☐
Task 2	Email to Gary Aziz (A2 Project Assessment document)	☐
Task 3	Email to Project Team (A2 Project Assessment document)	☐
Task 4	Recording of role-play 1 meeting	☐
Task 5	*a.* Project Plan Parameters Table *b.* Project Stakeholders Template (Green Leaf Café Project Management Tool Kit) *c.* Budget Template (Green Leaf Café Project Management Tool Kit)	☐ ☐ ☐
Task 6	*a.* Resource Template (Green Leaf Café Project Management Tool Kit) *b.* Reporting Requirements Template (Green Leaf Café Project Management Tool Kit) *c.* Risk Management Template (Green Leaf Café Project Management Tool Kit) *d.* Existing Project Log (Green Leaf Café Project Management Tool Kit)	☐ ☐ ☐ ☐
Task 7	Email to Gary Aziz (A2 Project Assessment document)	☐

Task 8	Recording of role-play 2 meeting	☐
Task 9	• Updated Risk Management Template (Green Leaf Café Project Management Tool Kit) • Updated Budget Template (Green Leaf Café Project Management Tool Kit)	☐ ☐
Task 10	Recording of role-play 3 meeting	☐
Task 11	Finalised Report Green Leaf Café Project Management Tool Kit Email to Project Team (A2 Project Assessment document)	☐ ☐ ☐

✓ Congratulations, you have reached the end of Assessment 2!