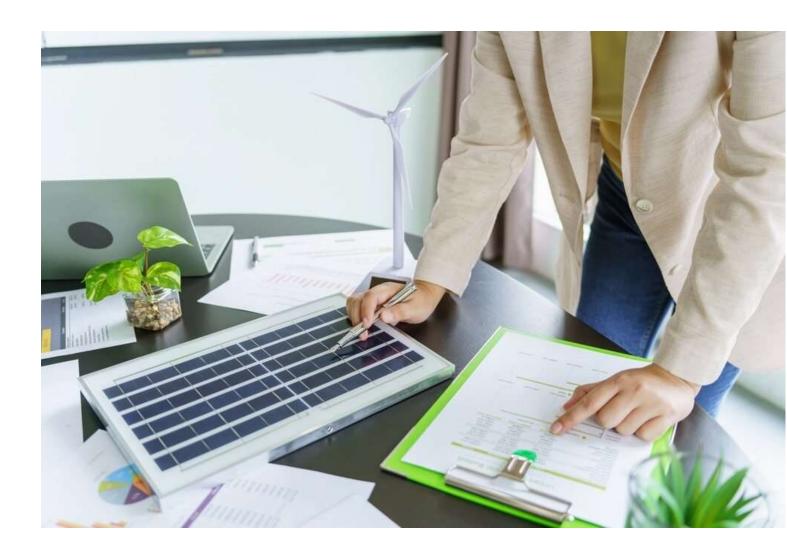# Colab

ASSESSOR GUIDE

Manage project time

Assessment 2 of 6

Project

Version 1.0

Assessment Details

This assessment task requires you to develop a project schedule.

Read the case study 'Complete Business Solutions Australia' and complete each step.

Additional resources and supporting documents

To complete this assessment, you will need:

- Examples of project schedules, reports and feedback from project stakeholders regarding time management (provided within the case study)
- Computer and software

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:

- the processes for conducting the assessment (e.g. allowing additional time)
- 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.

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Task Instructions: Develop a project schedule

The following assessment tasks use a simulated business called Complete Business Solutions Australia (CBSA).

You work as Tina Hughes, Sales and Marketing Manager for Complete Business Solutions Australia (CBSA). You have received the following e-mails from the stakeholders about Stage 2 for the expansion of Marino Enterprises products.

Case study – Complete Business Solutions Australia

To begin this part, read the following e-mails and then complete the tasks that follow:

To:	Tina Hughes (Tina.hughes@cbsa.com.au)
From:	Gavin Stead (gavin.stead@cbsa.com.au)
Date/time:	Tuesday 4.00 p.m.
Subject:	Expansion of Marino Enterprises Stage 2

Good afternoon Tina,

Thank you for running the meeting this morning. I have provided a summary of the meeting outcomes below.

Marino Enterprises is very pleased with the way you managed stage 1 of the project completed on time in December last year. In stage 1, Marino launched eight products.

Marino Enterprises are now ready to proceed to stage 2 to increase the number of products to twelve by December this year. Marino would like you to continue to run as the project manager, and I will continue as the Project Sponsor.

As I understand, in stage 1, the eight meals launched before Christmas have been very well received, and the pricing is comparable to other meal delivery services. Through the blog we installed attached to their website, Marino has built a regular market base and has had some good feedback. The feedback that stands out is that customers would like a range of vegetarian meals, and Marino is keen to develop these and launch them in the next product release.

In stage 2 of the project, Marino wants to launch the new products.

As we agreed at the meeting, Marino Enterprises wants us to launch the second round of products. This will require us to find suitable vegetarian meals to suit their clients, label/market their products and provide website development. Due to the take-up of their products, we have agreed to two Indian and two Moroccan meals, a total of four new meal options to add to their takeaway and delivery menu. Some dishes are delivered hot; others are delivered in packaging to be heated and therefore need packaging and labelling of ingredients.

Marino would also like to shorten the launch time of these meals from twelve months to six months, beginning the project in March and launching in the first week of September.

I am sure you are already on top of this and talking to the managers who will be involved in the different areas of the project at different stages, namely:

- updating the Marino website
- marketing the new products
- developing the new products

Just to let you know, at this point, the project is still on track to start on 1 March. Please develop a new project schedule for Stage 2 of the project. Remember to consider any public holidays and weekends in the schedule – whilst we need to finish the project on time, I don't want my staff to

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work during designated holidays – and remember we work a 38-hour week. This should give you the next couple of months to prepare the project schedule baseline and communicate it to all stakeholders.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au

To:	Tina Hughes (Tina.hughes@cbsa.com.au)
From:	Con Kafatos (con.kafatos@cbsa.com.au)
Date/time:	Thursday 10.00 a.m.
Subject:	Expansion of Marino Enterprises Stage 2

Good morning Tina,

I have developed a schedule of days and tasks for the IT (information technology) requirements. There's not much to do as we did a lot of the basic setup of the website for the original website development.

We generally set the completed homepage, or updating, as a major milestone.

I suggest we start our part of the project in the second week of July, with the testing of the website finishing in the third week of August.

Marino Webpage Update		
	Days allowed	Date commencing
Add new product names, photos and information	10	13 July
Update the home page	5	27 July
Update the pricing page	3	3 August
Update shopping page	2	3 August
Check the ordering page is compatible with payment options	1	10 August
Test website	10	17 August

Kind regards

Con Kafatos

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CBSA

To: Tina Hughes (Tina.hughes@cbsa.com.au)

From: Adrian Russo (adrian.russo@cbsa.com.au)

Date/time: Thursday 10.00 a.m.

Subject: Expansion of Marino Enterprises Stage 2

Good morning Tina,

As requested, this is a copy of the product marketing launch prepared by the team for the four new products. As you can see, they are in broad terms, but I believe this is what you need for the project detail. I've given the starting dates.

So that you know:

the confirmation of the packaging details needs to be started directly after production documentation, and

the production schedule should be a predecessor to checking the logistics systems

Production testing of new product development		
	Weeks allowed	Date commencing
Recipes and process confirmed	6	13 April
Product documentation finalised	3	1 June
Production schedule confirmed	2	20 July
Product quality testing	1	6 July
Packaging details confirmed	2	8 June
Logistics system checked and reconfirmed	2	3 August
Market tested for product approval	2	1 June
Manufacturing commenced	2	17 August
Launch of product	1	2 September

Let me know if you need any further breakdown.

Cheers

Adrian Russo

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Marketing Strategist

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au

To:	Tina Hughes (Tina.hughes@cbsa.com.au)
From:	Kelly Munro (kelly.munro@cbsa.com.au)
Date/time:	Thursday 10.00 a.m.
Subject:	Expansion of Marino Enterprises Stage 2

Good morning Tina,

Please find the timelines for the project, as requested. I envisaged our part of the project commencing in the first week of March and finishing the last week of June. If you have any questions, please let me know.

One of the significant milestones for our project is when the recipe and products are confirmed and the feasibility of product cost and production is confirmed. Also, the recipe and products must be confirmed before finalising labelling and legislation requirements.

Marketing		
	Start date	Finish date
Planning		
Confirm launch date	6 March	8 March
Schedule start meeting	9 March	11 March
Set launch targets	9 March	11 March
Messaging for IT website		
Determine product names	2 March	6 March
Write messaging	6 April	9 April
Obtain product description and photos	10 April	17 April
Validation of new products		
Market analysis	20 March	6 April
Products confirmed	8 April	10 April
Target market and market size; competition reviewed	1 May	14 May

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Feedback from the customer on product mix and menu analysed	20 April	30 April
Feasibility of product cost and production confirmed	1 May	14 May
Legislative requirements and labelling confirmed	8 June	12 June
Recipe and products confirmed	1 June	12 June
PR		
Finalise the information for the website	18 May	28 May
Arrange/confirm IT has relevant information for the website	1 June	5 June
Product name and type confirmed	23 June	30 June

Let me know if you need any further breakdown.

Cheers

Kelly Munro

Business Development Specialist

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

www.cbsa.com.au

Review the case study emails and plan the schedule of activities.

Complete the following steps.

Steps

Based on the case study information, complete the following documents using word processing software that includes:

1. Complete the following activity list from the information provided that includes:
    a. A list of activities
    b. Start and finish dates

c. Duration

d. Milestones – identify if the milestones are mandatory or optional

Activities	Start date	Finish date	Duration	Milestone
Add new product names, photos and information	13 July	25 July	10 days	O
Finalise information for the website	28 May	11 June	10 days	O
Recipes and processes confirmed	13 April	22 April	10 days	M
Packaging confirmed	8 June	22 June	10 days	O
Market tested for product approval	1 June	15 June	10 days	M
Feasibility of product cost and production confirmed	1 May	14 May	4 days	M
Confirm labelling	8 June	12 June	4 days	M
Manufacturing commenced	17 August	31 August	10 days	M
Launch of product	2 September	2 September	1 day	M

NOTE: M = mandatory; O = optional

2. Select and document the immediate predecessors for each project activity.

Activity ID	Activity Description	Immediate predecessor
1	Add new product names, photos and information	none
2	Update home page	1
3	Update pricing page	2
4	Update shopping page	2
5	Check the ordering page is compatible with payment options	4
6	Test website	5

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3. Develop a work breakdown structure (WBS) for the expansion of Marino Enterprises Stage 2 project that includes:
   a. Dividing the project into phases. For example, hierarchical listings of 1, 1.1, 1.1.1 in a table or diagram format.

Assessor Instructions

Develop a work breakdown structure (WBS) using a table or diagram format for the project that includes:

   a. Dividing the project into phases to make it easier to manage the project

   b. WBS dictionary with a description of what will be included under each heading. There is no need to add the specifics for this project

The WBS can be presented in a table or diagram format.

The student must identify hierarchical listings (1, 1.1, 1.1.1) in a table or diagram format. A sample student response is provided below or in a table format. The contents of a diagram format will be similar but represented in a chart.

1	Pre-production testing of new product development
1.1	Recipes and process confirmed
1.2	Product documentation finalised
1.3	Production schedule confirmed
1.4	Product quality testing
1.5	Packaging details confirmed
1.6	Logistics system checked and reconfirmed
1.7	Market tested for product approval
1.8	Manufacturing commenced
1.9	Launch of product
2	Marino Website
2.1	Add new product names, photos and information
2.2	Update the home page
2.3	Update the pricing page
2.4	Update shopping page
2.5	Check the ordering page is compatible with payment options
2.6	Test website
3	Marketing
3.1	Planning

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3.1.1	Confirm launch date
3.1.2	Schedule start meeting
3.1.3	Set launch targets
3.2	Messaging for IT website
3.2.1	Determine product names
3.2.2	Write messaging
3.2.3	Obtain product description and photos
3.3	Validation of new products
3.3.1	Market analysis
3.3.2	Products confirmed
3.3.3	Target market and market size; competition reviewed
3.3.4	Feedback from the customer on product mix and menu analysed
3.3.5	Feasibility of product cost and production confirmed
3.3.6	Legislative requirements and labelling confirmed
3.3.7	Recipe and products confirmed
3.4	PR
3.4.1	Finalise the information for the website
3.4.2	Arrange/confirm IT has relevant information for the website
3.4.3	Product name and type confirmed

b. WBS dictionary with a description of what will be included under each heading. There is no need to add the specifics for this project.

Assessor Instructions

The student identified the WBS dictionary that relates to the project outline. Variations to the heading are acceptable. Typical terms and definitions may include those in the sample answer below.

WBS Dictionary
Code or account identifier is to include a reference number (e.g. 1, 1.1, 1.1.1) organisational code for the task.
Description of work includes what needs to be done in detail, that is, the scope of work to complete the task and allows results to be compared to expectations. It provides detail for the person who needs to know what it is they need to do at any given time.
Deliverables of work include the deliverables under the work package that needs to be produced and the dates for delivery.

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Duration is to include how long it will take to complete and deliver the work package in the project

Assumptions and Constraints include assumptions and constraints that interconnect with other project tasks, resources, equipment etc. An assumption is a thing that is assumed to be true but, in reality, may not be true. If there is an assumption or a constraint for a particular work package, it must be included

Dependencies and interdependencies identify the predecessors and successors of the work package to enable a network diagram to be created.

Responsible organisation is to include the person/s, team or department responsible for keeping on top of the task.

Schedule milestones include the critical points throughout the project that must be agreed to or passed before the next phase or activity is enabled. This might be installation completed or client acceptance.

Resources required and assigned is to include the tools, materials, equipment, or human resources needed for a task.

Cost estimates include the budget allocated to complete each individual work package and the overall budget for the project totalled,

Quality requirements include the required international, national, government or industry standards for the work package.

Acceptance criteria include the conditions and circumstances under which the work package will be accepted and is generally derived from the project requirements, e.g. login to a software program must occur under three seconds to be accepted.

Technical references include standards or manuals relating to technical functions where appropriate.

Approval details include how the client/project sponsor will accept the WBS and the date it is approved.

4. Create a network diagram for the project activities to identify:
    a. the sequence of activities
    b. any dependencies or interdependencies within the project
    c. when activities need to start and finish.

Step 4
Students must provide a network diagram that visually covers sequencing, dependencies and start and finish.

5. Work out the critical path, the period of time over which the project will be undertaken and identify the activity/s of each project (if any) that can be done at the same time as another project step in the same project. Show or describe your workings.

Assessor Instructions

The student must show the critical path, how long the project will be and identify the activity/s of each project (if any) that can be done simultaneously with another activity in the project.
Workings must be included. For this project, the days for various activities are shown on the network diagram.

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Step 5

6. Develop a graphic representation of the project schedule (e.g. Gantt chart, spreadsheet or similar software) to show visually:
    a. the sequencing of the project activities,
    b. the critical path,
    c. the length of time for each activity,
    d. the potential risk points in the schedule, and
    e. any dependencies or interdependencies between project activities.

Assessor Instructions

The student must develop a graphic representation of the project schedule (e.g. Gantt chart, spreadsheet or similar software) to show visually:

    a. the sequencing of the project activities
    b. the critical path
    c. the length of time for each activity
    d. the potential risk points in the schedule and
    e. any dependencies or interdependencies between project activities

Insert a Gantt chart or similar, or add as an attachment

7. Estimate the human resources for each phase of the project. Show your workings and explain the reason for identifying the number of people involved in the project.

Student responses will vary but must be consistent with the information provided in the above activities, such as *5c. length of time for each activity*.

Task 7

Insert your calculations and reason for identifying the number of people involved in the project.

For example, Marino Webpage Update. For example, the tasks themselves take eight weeks in total

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Submission instructions

Submit your assessment via the LMS.

Assessment checklist:

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

	The student has submitted:	Yes	No
1	Activity list	☐	☐
2	Predecessors for each project activity	☐	☐
3	Work breakdown structure (WBS)	☐	☐
4	Network diagram	☐	☐
5	Critical path	☐	☐
6	Graphic representation of the project schedule	☐	☐
7	Human resource calculations for each phase of the project.	☐	☐

Congratulations, you have reached the end of Assessment 2

Assessment marking criteria: Develop a project schedule

Assessor instructions

All sections/questions 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.

Criteria		Assessors are to indicate the result as Satisfactory (S) or Not yet Satisfactory (NYS)	
		S	NYS
1	The activity list includes: a. A list of activities b. Start and finish dates c. Duration d. Milestones – identify if the milestones are mandatory or optional	☐	☐
2	Select and document the immediate predecessors for each project activity	☐	☐
3	Develop a work breakdown structure (WBS) for the expansion of Marino Enterprises Stage 2 project that includes:	☐	☐

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	a. Dividing the project into phases. For example, hierarchical listings of 1, 1.1, 1.1.1 in a table or diagram format. b. WBS dictionary with a description of what will be included under each heading. There is no need to add the specifics for this project		
4	Create a network diagram for the project activities to clearly identify: a. Sequence of activities b. any dependencies or interdependencies within the project c. when activities need to start and finish	☐	☐
5	Work out the critical path, the period of time over which the project will be undertaken and identify the activity/s of each project (if any) that can be done at the same time as another project step in the same project. Show or describe your workings	☐	☐
6	Develop a graphic representation of the project schedule (e.g. Gantt chart, spreadsheet or similar software) to show visually: a. the sequencing of the project activities b. the critical path c. the length of time for each activity d. the potential risk points in the schedule and e. any dependencies or interdependencies between project activities	☐	☐
7	Estimate the human resources for each phase of the project. Show your workings and explain the reason for identifying the number of people to be involved in the project	☐	☐

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