



BSBPMG531

## Manage project time

Assessment 5 of 6

Project

## Assessment Details

### Task overview

This assessment task is divided into two (2) parts:

- Part A – Develop a schedule for the indoor sustainable garden project
- Part B – Review and amend the project schedule against the incidents that have occurred over the project life

In Part A, you will develop a schedule presented in a Gantt chart format.

In Part B, you will review the project schedule against the incidents that have occurred over the project life and amend the project schedule documents as required.

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

### Additional resources and supporting documents

To complete this assessment, you will need:

- Examples of project schedules from project stakeholders regarding time management (provided within the case study)
- Computer, word processing or spreadsheet program

## 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 Part A: Develop a schedule for the indoor sustainable garden project.

You work as Tina Hughes, Sales and Marketing Manager for Complete Business Solutions Australia (CBSA). You are to develop a schedule for the Indoor Sustainable Garden project and present it in Gantt chart format. Assume for this task that the project begins on Monday, 1 Nov

### Case study – Complete Business Solutions Australia

The following assessment tasks use a simulated business called Complete Business Solutions Australia (CBSA). To begin this part, read the following emails 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: Monday 8.05 a.m.

Subject: Indoor Sustainable Garden

Good morning Tina,

Following our new focus on sustainable measures implemented in head office, the Board has given the go-ahead for the indoor sustainable garden wall in the foyer of the CBSA building. The members of the Board are pleased staff are becoming involved in sustainable activities and that the indoor garden will go some way to help reduce CO<sup>2</sup> within the building and improve air quality. They are looking forward to the finished product.

So, you are now cleared to go ahead with the project in the role of project manager and develop the project schedule.

Just to refresh our memory from our initial discussions, we agreed on the following:

- The overall project cost is to be under \$20,000 – I think we talked about the allocation being approximately around the following for design (\$3,500), builder costs (\$8,000), plants (\$4,000), watering system (\$2,000), and training of staff (\$600). However, this is not set in stone and can be varied if you so choose as you work through preparing the schedule.
- Some staff will need to be trained in looking after the wall once it is installed – the actual face-to-face training by one tradesperson of CBSA staff is estimated to be about one hour only as it is very simple to maintain the plants.
- About six weeks for completion of the project seems about right, starting today, Monday (1 Nov). Remember we work a 38-hour week – Monday to Friday.
- The local builder, Hannibal, will oversee the garden construction at his premises, the installation in the foyer, and the selected tradespeople's training before installation.
- I will be the project sponsor. Other than Hannibal and his tradespeople, Lucas Smith will be assisting you as a project officer, and we will need at least two CBSA staff to be trained for ongoing maintenance of the plant wall. The Human Resource Officer might need to be involved in some capacity for the training component.
- Initially, the project activities would fall under three main areas – offsite garden construction, onsite garden construction, and garden maintenance. Again, these were only initial thoughts;

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the areas can be varied or broken up as needed. As for the tasks required under each area you choose, you may need to do a little research on top of the information we discussed to identify sub-tasks.

Kind Regards,

Gavin Stead

Managing Director

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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



Complete the following steps.

Steps

1. Based on the case study information, develop a project schedule and time management project documents that include the minimum:
  - a. Activity list, including start date, finish date, duration, milestones and risk rating for each milestone.

Step 1a Activity List					
Activities	Start date	Finish date	Duration	Milestone	Risk rating
Add more rows as needed					

- b. Estimated time for each activity plus mathematical calculations to determine the time.

Step 1b – Estimated time for each activity plus mathematical calculation
Insert your calculations here.

c. A predecessor table for project activities

Task 1c - Predecessor table for project activities		
Activity ID	Activity Description	Immediate predecessor
	Add more rows as needed	

d. Network diagram, including dependencies between tasks.

Task 1d - Network diagram
Insert the network diagram here or include it as an attachment.

e. Work breakdown structure (WBS), including tasks and subtasks.

Task 1e - Work breakdown structure (WBS)

Insert the WBS here or include it as an attachment.

f. WBS dictionary using the template created in Task 2, Part A

Task 1f - WBS dictionary

Copy the WBS dictionary here.

g. An estimate of the human resource requirements, including their roles and responsibilities.

Task 1g - Estimate of the human resource requirements				
Roles	The expectation of the role	Authority	No of project persons	Duration (hours)
	Add more rows as needed			

h. Critical path analysis

Task 1h – Critical path analysis

Insert the network diagram here or include it as an attachment.

i. An estimated cost for each sub-task

Task 1i – Estimate cost for each sub-task

Insert estimated costs here or include as an attachment.



2. Prepare an email to the Project Sponsor to advise of the schedule.  
(Approximate word count: 30-50 words)

## Email Template

To:	
From:	
Date/time:	
Subject	

Salutation


E-mail body

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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



Your email must use:

- Appropriate language, correct punctuation and spelling
- Be appropriately formatted using appropriate tone and content for the purpose and audience
- Note: for this assessment, you will prepare the email and upload a copy of the email to the LMS for your assessor. You do not need to e-mail the message.

## Submission instructions

Submit your assessment via the LMS.

## Assessment Checklist

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

1a	Activity list including start date, finish date, duration, milestones and risk rating for each milestone
1b	Estimated time for each activity plus mathematical calculations to determine time
1c	A predecessor table for project activities
1d	Network diagram including dependencies between tasks
1e	Work breakdown structure (WBS), including tasks and subtasks
1f	WBS dictionary
1g	Estimate of human resource requirements, including roles and responsibilities
1h	Critical path analysis
1i	An estimated cost for each subtask
2	Email to the Project Sponsor to advise of the schedule

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## Task Instructions Part B: Review and amend the project schedule against the incidents that have occurred over the project life (project)

You work as Tina Hughes, Sales and Marketing Manager for Complete Business Solutions Australia (CBSA).

Read the information about incidents during the project life cycle and then complete the following steps.

- a) You received an e-mail from Gavin seven days into the project. It is a change of scope to add the CBSA logo to the garden wall as a marketing strategy and to improve CBSA's image. You have completed some preliminary work. The estimates for the additional design and building of the frame will be between \$4,500 and \$5,500, depending on the plant selection and will probably extend the project by an additional week.

You have had the changes approved by Gavin.

- b) You received a telephone call from the HR Manager requesting you to assist at a seminar held at the CBSA office next week on Wednesday. The seminar has several external clients attending. The seminar is from 11.00 a.m. to 2.00 p.m. over lunch.
- c) On Consulting your diary, you see that is the day the garden is to be installed. The tradespeople are due to arrive and start work at 7.00 a.m., and they estimate it will take the best part of the day to install the garden.
- d) The garden wall has been installed. Unfortunately, one of the pots drops and damages the floor.
- e) During the final stage of the project, where the CBSA staff members are to be trained in maintaining the garden, one of the staff did not turn up to the training and did not let anyone know they were going to be absent.

Complete the following steps.

### Steps

1. Based on the case study information, implement changes to the project schedule and communicate the changes by email to your assessor. This will require you to:
  - a. analyse the incidents and review them against the project schedule
  - b. document the procedure you used to undertake the review – this may be a diagram or step-by-step explanation
  - c. forecast and document the impact of the changes to the schedule and the risk to successful project completion (Approximate word count: 50-100 words)
  - d. outline the actions you will take in response to each incident and why the actions have been taken (Approximate word count: 50-100 words).
  - e. complete the decision log template for each incident and include a statement about the purpose of the decision log document to manage changes to the schedule in the appropriate area on the template
2. Review the project schedule developed in Part A and update it based on the changes. Ensure you save as a new version and highlight the amendments in the new version.

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Activity List								
Activities	Start date	Finish date	Duration	Milestone	Risk rating	Revised end date 1	Variance	Revised end date 2
Add more rows as needed								

3. Complete a time impact analysis and prepare an email to the sponsor about the changes:
  - a. Complete a time impact analysis to identify the baseline variance for the requested change. Show your calculations and notes below.

Time impact analysis to identify the baseline variance for the requested change

- b. Prepare an e-mail to the Project Sponsor to:
      - explain the changes and the impact on the schedule and project outcome.
      - ask for approval from the Project Sponsor about the required changes.
 (Approximate word count: 50-100 words)

## Email Template

To:	
From:	
Date/time:	
Subject	

Salutation


E-mail body

Student name

300 Fictional Way, Sydney, NSW 2000

Phone: 1800 111 222

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



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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 a project schedule and documentation that includes:	
1	Documented explanation of the review procedure
2	Explanation as to the impact of the incidents on the schedule and the project deliverables, and desired outcome as a whole
3	Decision log template
4	Amended project schedule and other associated time management documents
5	Outline of actions taken in response to incidents

**Congratulations, you have reached the end of Assessment 5**

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