****

**Unit 11: Undertake Project Work**

Unit of Competency – BSBPMG522

Performance Evidence

**Workplace Assessment**

**There are 4 Parts to this assessment**.

Part 1 is to be completed after finishing Topic 1 “Define project”,

Part 2 is to be completed after finishing Topic 2 “Develop project plan”,

Part 3 is to be completed after finishing Topic 3 “Administer and monitor project”,

Part 4 is to be completed after finishing Topic 4 “Finalise”,

Part 5 is to be completed after finishing Topic 5 “Review project”.

**Part 1 – Define The Project**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic *‘*Define project’*.*

Think of a Leadership Change Project you would like to implement. It can be a plan to implement one of the concepts from this course or a work project you have always wanted to tackle that will make a difference to your organisation. Now complete the following project charter:

|  |
| --- |
| **Objective (SMART)** |
| The objective of my project is to… |
| **Deliverables (Tangible Output of Project)** |
| At the end of the project I will have produced… |
| **Scope** |
| My project will include… |
| My project will **not** include… |
| **Constraints** |
| The success of my project **will** be impacted by… |
| **Risks** |
| Risks my project maybe need to take include…. |
| **Impact** |
| My project may impact (organisational objectives or other projects)… |
| **Resources** |
| To conduct this project I will require… |
| **Reporting** |
| My project will need to be reported… |

*Please return online and continue with Topic 2 –* Develop project plan’*.*

*----*

**Part 2 – Project Plan**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘*Develop project plan’*.*

In his Part, you are required to complete steps 1 -4.

**Step 1 -** **Work Breakdown Structure**

Using the Work Breakdown Structure establish how you will project manage the implementation of your plan.

Makea list of six of the major tasks that need to be done to complete **your** project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Phase/Tasks** | **Deliverables** | **Who is Responsible?** | **Predecessor** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Step 2 - Gantt Chart**

Complete the Gantt Chart to represent your work breakdown structure. Prioritise your tasks and record them down the left hand side and then record their implementation over a 12-month period.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Month****1** | **Month****2** | **Month****3** | **Month****4** | **Month****5** | **Month****6** | **Month****7** | **Month****8** | **Month****9** | **Month****10** | **Month****11** | **Month****12** |
| **Task 1** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 4** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 5** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 6** |  |  |  |  |  |  |  |  |  |  |  |  |

**Step 3 – Resource Allocation**

It is now important to consider the resources required and costs associated. List your recourse requirements in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Resources Required** | **Duration Needed** | **Availability (Y/N)** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Step 4 – Project Estimation**

Using your experience provide and estimation for the project

**Project Budget** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Item Description** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Please return online and continue with Topic 3 –* Administer and monitor project’*.*

*----*

**Part 3 – Administer and Monitor Project**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the third topic *‘*Administer and monitor project’*.*

In any project it is important that we keep stakeholders up-to-date on the project progress. This includes both accomplishments and issues requiring attention. Complete the following memo to ensure all stakeholders are kept informed.

|  |  |
| --- | --- |
| **Project Title:** | **Project No:** |
| **To:****From:****Cc:****Re:****Date:****Accomplishments this week**1.2.3.**Issues requiring attention**1.2.3.**Overall status of project** *(please circle)* |
| **Time:** | behind target | on target | ahead of target |
| **Cost:** | behind target | on target | ahead of target |
| **Quality:** | behind target | on target | ahead of target |

*Please return online and continue with Topic 4 –* Finalise*.*

*----*

**Part 4 – Finalise Project**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the fourth topic *‘*Finalise’*.*

A project transition plan is often necessary to close the project and reassign staff to other parts of the business. In the table below outline your transition plan.

**Transition Plan**

|  |  |
| --- | --- |
| **Step** | **Action** |
| 1. Transition Approach
 |  |
| 1. Transition Team
 |  |
| 1. Staff Transition
 |  |
| 1. Transition Activities
 |  |
| 1. Knowledge Transfer
 |  |
| 1. Schedule
 |  |
| 1. Handover & Acceptance
 |  |

*Please return online and continue with Topic 5 –* Review project’*.*

*----*

**Part 5 – Project Review**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the fourth topic *‘*Review project’*.*

In this Part, you are required to complete Steps 1 and 2.

**Step 1 – Keep-Stop-Start**

In this assessment conduct a ‘keep-stop-start’ on your project. Remember

* **Keep** - What aspects of the project would we keep in the future?
* **Stop** - What parts of the project would we stop doing?
* **Start** - What did we miss in the project that we need to include next time?

|  |  |
| --- | --- |
| **Keep** |  |
| **Stop** |  |
| **Start** |  |

**Step 2 - Manager’s Sign Off**

Once you have completed all the above meet with your manager to gain feedback and get sign off for this Unit. *Please note, your manager must provide written feedback in the space below*

If you are unable to meet with your manager there are 2 other options available for sign off:

1. Attend a Proteus Implementation Day
2. Arrange an appointment with your Proteus Coach

|  |  |  |
| --- | --- | --- |
| **Undertake Project Work – Workplace Assessment**  | **Yes** | **No** |
| Did the student define the parameters of the project including: project scope, project stakeholders, including own responsibilities, relationship of project to organisational objectives and other projects, reporting requirements, resource requirements? |  |  |
| Did the student use project management tools to develop and implement a project plan including: deliverables, work breakdown, budget and allocation of resources, timelines, risk management, recordkeeping and reporting? |  |  |
| Did the student consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project? |  |  |
| Did the student provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project? |  |  |
| Did the student finalise the project including documentation, sign-offs and reporting? |  |  |
| Did the student review and document the project outcome? |  |  |
| **Feedback – Skills Performance** |  |  |
| What feedback can you give you the staff member regarding the standard of their performance in these skills listed above? (50-100 words). Please consider areas of success and areas of development. |

**Managers Name:**

**Managers Job Title:**

**Managers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**ASSESSMENT INSTRUCTIONS**

This is the end of the Workplace Assessment.

Please now go online to the topic menu for ‘Unit 11 – Undertake Project Work’ and click on the box **‘Workplace Assessment’** to submit your Workplace Assessment.

****

**Grading and Feedback.**

Feedback will be provided for each question through the Online Learning System. You will receive an email notification of feedback being posted.

If there are any required changes you will be given an opportunity to resubmit.

Proteus Leadership – 1300 219 903 – online@proteusleadership.com

-- End of Document --