A close up of a sign

Description automatically generated

**MANAGE PROJECT SCOPE**

**PROJECT PORTFOLIO**

**ASIA**

**STUDENT VERSION**

**BSBPMG530**

|  |  |
| --- | --- |
|  | **Contents** |

[Section 1: Conduct project authorisation activities 4](#_Toc66699878)

[Section 2: Define project scope 6](#_Toc66699879)

[Section 3: Manage project scope control processes 8](#_Toc66699880)

|  |  |
| --- | --- |
| Student name: |  |
| Assessor: |  |
| Date: |  |
| Business this assessment is based on: |  |
| Role you’ll assume to perform this assessment and how the role contributes to the broader work goals: |  |
| Project descriptions: |  |
| List the available workplace documents (e.g. project management policy and procedures): |  |

|  |  |
| --- | --- |
|  | Section 1: Conduct project authorisation activities |

|  |  |
| --- | --- |
| Review policies, procedures, protocols and templates that address project management (including requirements for project authorisation and change control procedures).  Highlight any appropriate information (or make notes) on the policy and procedure.  Attach proof of the policies and procedures to this section of the portfolio. |  |

|  |  |
| --- | --- |
| **PROJECT 1**: Include name of the Project | |
| Write a Project authorisation request.  *Attach your Project authorisation request to this section of your portfolio.* |  |
| Seek authorisation to proceed by creating a draft email to send to an appropriate senior manager.  *Attach your draft email to this section of your portfolio.* |  |

|  |  |
| --- | --- |
| **PROJECT 2**: Include name of the Project | |
| Write a Project authorisation request.  *Attach your Project authorisation request to this section of your portfolio.* |  |
| Seek authorisation to proceed by creating a draft email to send to an appropriate senior manager.  *Attach your draft email to this section of your portfolio.* |  |

|  |  |  |
| --- | --- | --- |
| Attach: | Project Management policies and procedures |  |
| Project authorisation request (project 1) |  |
| Draft email (project 1) |  |
| Project authorisation request (project 2) |  |
| Draft email (project 2) |  |

|  |  |
| --- | --- |
|  | Section 2: Define project scope |

|  |  |
| --- | --- |
| Summarise any appropriate information related to project scope.  (access the links provided -  <http://www.pm4dev.com/resources/docman/pm4dev-ebooks/7-project-scope-management/file.html> <https://www.kazoohr.com/resources/library/constructive-feedback-examples>) |  |

|  |  |
| --- | --- |
| **PROJECT 1**: Include name of the Project | |
| Summarise your meeting with stakeholders.  *Who attended the meeting?*  *What did you negotiate?*  *Summarise the agreed project outcomes and scope management procedures and processes.*  *Attach proof of your stakeholder meeting (unless already viewed in person by your assessor).* |  |
| Document the project scope, based on the outcomes of your stakeholder meeting.  *Attach your Scope document to this section of your portfolio.* |  |

|  |  |
| --- | --- |
| **PROJECT 2**: Include name of the Project | |
| Summarise your meeting with stakeholders.  *Who attended the meeting?*  *What did you negotiate?*  *Summarise the agreed project outcomes and scope management procedures and processes.*  *Attach proof of your stakeholder meeting (unless already viewed in person by your assessor).* |  |
| Document the project scope, based on the outcomes of your stakeholder meeting.  *Attach your Scope document to this section of your portfolio.* |  |

|  |  |  |
| --- | --- | --- |
| Attach: | Proof of Project 1 stakeholder meeting (unless already viewed in person by your assessor). |  |
| Project 1 scope document |  |
|  | Proof of Project 2 stakeholder meeting (unless already viewed in person by your assessor). |  |
|  | Project 2 scope document |  |

|  |  |  |
| --- | --- | --- |
|  | Section 3: Manage project scope control processes | |
| **PROJECT 1**: Include name of the Project | | |
| Write a change request for at least one change.  *Attach your Change request document to this section of your portfolio.* | |  |
| Request authorisation for the change by creating a draft email to an appropriate senior manager.  *Attach your draft email to this section of your portfolio.* | |  |
| Make changes to the project scope by updating the scope document.  *Highlight changes to make them obvious.*  *Change the version number of the document.*  *Attach the updated scope document to this section of your portfolio.* | |  |

|  |  |
| --- | --- |
| **PROJECT 2**: Include name of the Project | |
| Write a change request for at least one change.  *Attach your Change request document to this section of your portfolio.* |  |
| Request authorisation for the change by creating a draft email to an appropriate senior manager.  *Attach your draft email to this section of your portfolio.* |  |
| Make changes to the project scope by updating the scope document.  *Highlight changes to make them obvious.*  *Change the version number of the document.*  *Attach the updated scope document to this section of your portfolio.* |  |

|  |  |  |
| --- | --- | --- |
| Attach: | Change request (Project 1) |  |
| Draft authorisation email (Project 1) |  |
| Updated scope document (Project 1) |  |
|  | Change request (Project 2) |  |
|  | Draft authorisation email (Project 2) |  |
|  | Updated scope document (Project 2) |  |