**Assessment cover sheet**

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| **Student Must Fill this Section** |
| **Unit Code / Title**  | BSBPMG530 Manage project scope |
| **Qualification Code / Title:** |  |
| **Due Date :**  |  |

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| --- | --- |
| **Student Name:** |  |
| **Student ID:** |  | **Term:**  | **Year:**  |
| **Privacy Release Clause:** | “I give my permission for my assessment material to be used in the auditing, assessment validation & moderation Process”. |
| **Authenticity Declaration:** | “I declare that:* The material I have submitted is my own work;
* I have given references for all sources of information that are not my own, including the words, ideas and images of others”.
 |
| **Student Signature:**  |  **Date:** |

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| **Assessment Outcome** |
| **Assessor Name:** |
| **Attempt and Tasks** | **Satisfactory**  | **Not Yet Satisfactory** | **Date** | **Assessor Signature** |
| Initial attempt |  |  |  |  |
| Re- attempt/Re-assessment |  |  |  |  |
| Assessment Task 1 |  |  |  |  |
| Assessment Task 2 |  |  |  |  |

**Assessor Feedback to Students**

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| **Assessment Outcome:** |  | **Competent**  |  | **Not yet Competent** |
| **Assessor Name:** |  |
| **Assessor Signature and date:** |  |

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| **Information for Student:** |
| * This assessment is to be completed according to the instructions given below in this document.
* Should you not answer the tasks correctly, you will be given feedback on the results and gaps in knowledge. You will be entitled to one (1) resubmit in showing your competence with this unit.
* If you are not sure about any aspect of this assessment, please ask for clarification from your assessor.
* Please refer to the College re-submission and re-sit policy for more information.
* If you have questions and other concerns that may affect your performance in the Assessment, please inform the assessor immediately.
* This is an Open book assessment which you will do in your own time but complete in the time designated by your assessor. Remember, that it must be your own work and if you use other sources then you must reference these appropriately.
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| **Re-assessment of Result& Academic Appeal procedures:** |
| If a student is not happy with his/ her results, that student may appeal against their grade via a written letter, clearly stating the grounds of appeal to the Chief Executive Officer. This should be submitted after completion of the subject and within fourteen days of commencement of the new term.**Re-assessment Process:** * An appeal in writing is made to the **Academic Manager** providing reasons for re-assessment /appeal.
* **Academic Manager** will delegate another member to review the assessment.
* The student will be advised of the review result done by another assessor.
* If the student is still not satisfied and further challenges the decision, then a review panel is formed comprising the lecturer/trainer in charge and the  **Academic Manager** or if needed, an external assessor.
* The Institute will advise the student within 14 days from the submission date of the appeal. The decision of the panel will be deemed to be final.
* If the student is still not satisfied with the result, he / she has the right to seek independent advice or follow external mediation option with nominated mediation agency.
* Any student who fails a compulsory subject or appeals unsuccessfully will be required to re-enrol in that subject.

The cost of reassessment will be borne by the Institute. The external assessor will base his/her judgement based on principles of assessment. These principles require assessment to be reliable, fair, practical and valid.**Academic Appeals:*** If you are dissatisfied with the outcome of the re-evaluation process, you have a right to appeal through academic appeals handling protocol.
* To appeal a decision, the person is required to complete the ASTRAL - Request for Appeal of a Decision form with all other supporting documents, if any. This form is available via our website. The completed Request for Appeal form is to be submitted to the Student Support Officer either in hard copy or electronically via the following contact details:
* Student Support Officer, Level-6, Suite 6.01/138 Queen Street, Campbelltown, NSW 2560 Email: info@asia.edu.au
* The notice of appeal should be in writing addressed to the Chief Executive Officer and submitted within seven days of notification of the outcome of the re-evaluation process.
* If the appeal is not lodged in the specified time, the result will stand, and you must re-enrol in the unit.
* In emergency circumstances, such as in cases of serious illness or injury, you must forward a medical certificate in support of a deferred appeal. The notice of appeal must be made within three working days of the concluding date shown on the medical certificate.
* The decision of Chief Executive Officer will be final.
* Student would then have the right to pursue the claim through an independent external body as detailed in the students’ complaint / grievance policy.
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| **Plagiarism:**Plagiarism means to take and use another person's ideas and or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgement. This includes material sourced from the internet, RTO staff, other students, and from published and unpublished work.Plagiarism occurs when you fail to acknowledge that the ideas or work of others arebeing used, which includes:* Paraphrasing and presenting work or ideas without a reference
* Copying work either in whole or in part
* Presenting designs, codes or images as yourown work
* Using phrases and passages verbatim without quotation marks or referencing the author or web page
* Reproducing lecture notes without proper acknowledgement.

**Collusion:**Collusion means unauthorised collaboration on assessable work (written, oral or practical) with other people. This occurs when a student presents group work as their own or as the work of someone else.Collusion may be with another RTO student or with individuals or student’s external to ASIA. This applies to work assessed by any educational and training body in Australia or overseas.Collusion occurs when youwork without the authorisation of the teaching staff to:* Work with one or more people to prepare and produce work
* Allow others to copy your work or share your answer to an assessment task
* Allow someone else to write or edit yourwork (without ASIA’s approval)
* Write or edit work for another student
* Offer to complete work or seek payment for completing academic work for other students.

Both collusion and plagiarism can occur in group work. For examples of plagiarism, collusion and academic misconduct in group work please refer to the ASIA’s policy on Academic integrity, plagiarism and collusion. Plagiarism and collusion constitute cheating. Disciplinary action will be taken against students who engage in plagiarism and collusion as outlined in ASIA’s policy. Proven involvement in plagiarism or collusion may be recorded on students’ academic file and could lead to disciplinary |

**Assessment Requirements**

You are required to complete and pass every task in the assessment in order to be deemed competent.

**Assessment Schedule**

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| --- | --- | --- | --- | --- |
| **Task** | **Due Date** | **Student Signature** | **Trainer Signature** | **Comments** |
| Task 1-2 | Week 6 |  |  |  |

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|  | Introduction |

The assessment tasks for *BSBPMG530 Manage project scope* are outlined in the assessment plan below. These tasks have been designed to help you demonstrate the skills and knowledge that you have learnt during your course.

Please ensure that you read the instructions provided with these tasks carefully.

Assessment for this unit

*BSBPMG530 Manage project scope* describes the performance outcomes, skills and knowledge required to Manage project scope. It covers leadership strategies to motivate and inspire individuals and organisations to work constructively toward attainment of program benefits through consolidating program vision, managing risks and supporting staff.

For you to be assessed as competent, you must successfully complete two assessment tasks:

* Assessment Task 1: Knowledge questions – You must answer all questions correctly.
* Assessment Task 2: Project – You must work through a range of activities and complete a project portfolio.

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|  | Assessment Task 1: Knowledge questions  |

Information for students

Knowledge questions are designed to help you demonstrate the knowledge which you have acquired during the learning phase of this unit. Ensure that you:

* comply with the due date for assessment which your assessor will provide
* adhere with ASIA’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

Questions

Provide answers to all of the questions below:

1. Identify and describe two documents that can be used to initiate projects.
2. Identify and describe two key components of a project scope management plan.
3. Describe two factors that can impact on a project scope.
4. Explain the purpose of a change control plan within a project scope management plan, and summarise the key processes that should be followed in order to control changes within a project.
5. Explain two methods that can be used to measure project outcomes and progress and provide example to illustrate each.
6. Describe two methods for segmenting and documenting a work break down structure (WBS).
7. Identify and describe two problem areas likely to be encountered in scope management.
8. Explain the concept of the project life cycle and the importance of scope management within this cycle.
9. Identify three project management tools and explain their use in project scope management.
10. Outline the key role and at least four responsibilities of a project manager when planning a project.

Assessment Task 1: Checklist

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| Student’s name: |
| Did the student provide a sufficient and clear answer that addresses the suggested answer for the following? | Completed successfully? | Comments |
| Yes | No |  |
| Question 1 |  |  |  |
| Question 2 |  |  |  |
| Question 3 |  |  |  |
| Question 4 |  |  |  |
| Question 5 |  |  |  |
| Question 6 |  |  |  |
| Question 7 |  |  |  |
| Question 8 |  |  |  |
| Question 9 |  |  |  |
| Question 10 |  |  |  |
| Assessor Feedback: |
| Assessor name: |  |
| Assessor signature and Date: |  |

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|  | Assessment Task 2: Project Portfolio |

Information for students

In this task, you are required to demonstrate your skills and knowledge by working through a number of activities and completing and submitting a project portfolio.

You will need access to:

* a suitable place to complete activities that replicates a business environment including a meeting space and computer and internet access
* your learning resources and other information for reference
* *Project Portfolio* template
* *Simulation Pack* (if you need a case study).

Ensure that you:

* comply with the due date for assessment which your assessor will provide
* adhere with ASIA’s submission guidelines
* answer all questions completely and correctly
* submit work which is original and, where necessary, properly referenced
* submit a completed cover sheet with your work
* avoid sharing your answers with other students.

Activities

Complete the following activities:

1. Carefully read the following:

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|  | This project requires you to determine and manage a project scope on two separate occasions. For each project scope, you must obtain project authorisation, develop a scope management plan and manage project scope changes.You can do this for two real projects at your workplace, for two projects associated with a start-up business you are working on yourself or you can use the Simulation Pack provided.  |
|  | Vocational education and training is all about gaining and developing practical skills that are industry relevant and that can help you to succeed in your chosen career. For this reason, basing your project on real relationships with classmates or work colleagues will mean that you are applying your knowledge and skills in a relevant, practical and meaningful way!  |
|  | If you use your own business or workplace, make sure it has policies and procedures that address project management (including project authorisation and change control procedures) and communication protocols already developed. Your projects should require at least one scope change each (see step 6 for more details). You should also have sufficient numerical information to monitor the impact of the scope changes to the timing, cost and quality constraints of the project. Speak to your assessor to get approval if you want to base this on your own business.If you are basing this assessment on the case study business, read through the Simulation Pack in preparation for this assessment. All the information needed to complete this assessment is contained in the Simulation pack.You will be collecting evidence for this unit in a Project Portfolio. The steps you need to take are outlined below. Before you begin, complete page 4 of your Project Portfolio. You must describe the organisation you are basing this assessment on and provide a short description of two projects for which you’ll manage the scope. |
|  | Start working on Section 1 of your project portfolio. Steps 2 and 3 form part of Section 1.If you are basing this assessment on Native Bush Spices Australia, further information to complete the next steps is available in the Simulation Pack. |

1. For each project, write a project authorisation request.

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|  | Before you begin, make sure you are familiar with any policies, procedures, protocols and templates that address project management.If you are basing this assessment on the case study, review Native Bush Spices Australia’s project management policy and procedures, communication policy and procedures as well as the Project Authorisation Template. |
|  | You are required to write a Project authorisation request. As part of this request:* provide a broad overview of the project (so as to gain initial approval).
* briefly describe the project goals and deliverables, as well as the benefits and impact on the organisation.
* briefly describe the resources that will be required to conduct this project, including the proposed budget.
* provide a high-level project schedule.
* briefly describe the proposed project governance arrangements in accordance with the project management policy and procedure (i.e. what are the proposed/allowed project delegations and authorisations?).
* request authorisation to proceed to the detailed planning phase of the project.
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|  | Separate authorisation requests are required for each project.If your business has its own Project authorisation template, use it (make sure you include all the requirements listed above). Otherwise, use the template provided in the Simulation Pack. The text of the Project authorisation request should be in grammatically correct English, written in an appropriate (polite, business-like) style. |

1. Seek authorisation to proceed.

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|  | Draft an email to an appropriate senior manager to request authorisation for your project (assume that your written Project authorisation request is attached to the email).Your email should introduce and summarise the contents of the written Project authorisation request and seek their feedback and approval to move forward with the project. In particular:* confirm that the details in the Project authorisation request are approved.
* seek authorisation to utilise the listed resources.
* confirm that the project delegations and authorisations are acceptable.
 |
|  | Separate emails are required for each project.The text of the email should be in grammatically correct English, written in an appropriate (polite, business-like) style. |
|  | Make sure you have answered all questions in Section 1. You are required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in *Section 1* of the *Project Portfolio*. Submit Section 1 to your assessor. |

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|  | Start working on Section 2 of your project portfolio. Steps 4 and 5 form part of Section 2.If you are basing this assessment on Native Bush Spices Australia, further information to complete the next steps is available in the Simulation Pack. |

1. For each project, meet with stakeholders to determine, negotiate and agree on the project scope.

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|  | Assume that you have been provided with approval to proceed with the project as set out in your project authorisation request. You are required to meet with at least two stakeholders for each project. If you are using the case study, assume you are meeting with the Operations Manager and CEO of Native Bush Spices Australia.Prepare for the meeting by reading through steps 4 and 5 and making notes to guide your discussion. |
|  | At the meeting, you will be required to:* negotiate project boundaries (such as the budget or timelines)
* agree on the desired project outcomes.
* agree on scope management procedures and processes.
 |
|  | Each meeting should take 20 minutes. This will either be attended in person by your assessor or they will attend online. If you are in the workplace, you may like to video record the session for your assessor to watch later (attach proof to Section 1 of your portfolio). Your assessor can provide you with more details at this step. Make sure you follow the instructions above and meet the timeframes allocated. During the meeting, you will need to demonstrate effective communication and negotiation skills including:* speaking clearly and concisely
* using non-verbal communication to assist with understanding
* asking questions to identify required information
* responding to questions as required
* using active listening techniques to confirm understanding
* being prepared for negotiation
* facilitating agreement on outcomes
* using problem solving skills to identify solutions.
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1. For each project, document the project scope.

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|  | Before you begin, review the following links. You may use them to assist you in developing your plan. <http://www.pm4dev.com/resources/docman/pm4dev-ebooks/7-project-scope-management/file.html> <https://www.kazoohr.com/resources/library/constructive-feedback-examples>  |
|  | Based on the outcomes of your meeting with the stakeholders, develop a detailed project scope management plan. Your plan should reflect what was discussed at the meeting and:* provide an introduction and background to the project, including business needs and drivers.
* explain measurable project benefits.
* outline the criteria for success for the project  (outcomes and outputs).
* describe at least one project assumption.
* describe at least one factor on which the project is dependent.
* describe at least one project constraint.
* describe at least two project risks.
* identify the project stakeholders,
* develop and document the Work Breakdown Structure.
* describe scope control management processes that will be followed (include procedures for changes to the project scope, such as a written change request - step 6 will require you to implement this).
 |
|  | Separate plans are required for each project.If your business has its own Project scope template, use it (make sure you include all the requirements listed above). Otherwise, use the template provided in the Simulation Pack.The text of the Project scope should be in grammatically correct English, written in an appropriate (polite, business-like) style. If you are using the case study (Native Bush Spices Australia):For the web-design project: to develop the work breakdown structure, you must research the typical steps involved with developing a website, assuming this work will be contracted out to website designers and content writers. For the product range expansion project: to develop the work breakdown structure, you must research the typical steps involved with market research and establishing collaborative relationships, assuming that the Operations Manager of Native Bush Spices Australia will meet with potential organisations and choose the best partnership. |
|  | Make sure you have answered all questions in Section 2. You are required to attach certain documents as part of your evidence – review the documents you need to attach as outlined in *Section 2* of the *Project Portfolio*. Submit Section 2 to your assessor. |

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|  | Start working on Section 3 of your project portfolio. Steps 6,7 and 8 form part of Section 3.If you are basing this assessment on Native Bush Spices Australia, further information to complete the next steps is available in the Simulation Pack.If you are basing this assessment on your own business or workplace, your projects should require at least one scope change each. You should have sufficient numerical information to monitor the impact of the scope changes to the timing, cost and quality constraints of the project. |

1. For both projects, implement change procedures.

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|  | Write a change request for at least one change. |

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|  | Separate change requests are required for each project.If your business has its own Change request template, use it. Otherwise, use the template provided in the Simulation Pack.The text of the Change request should be in grammatically correct English, written in an appropriate (polite, business-like) style. |

1. Manage the scope changes.

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|  | Write a draft email to an appropriate senior manager to request authorisation for the change (assume that your written Change request is attached to the email).Your email should:* introduce and summarise the contents of the change request.
* explain the impact of the changes on the timing, cost and quality constraints on the project.
* ask for their feedback and approval.
* list any scope management issues you’ve experienced in the project so far (at least one).
* recommend improvements for future projects (at least one).
 |
|  | Separate emails are required for each project.The text of the email should be in grammatically correct English, written in an appropriate (polite, business-like) style.If you are basing this assessment on Native Bush Spices Australia, the email should be sent to the Operations Manager. |

1. Document scope changes

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|  | Assume that your requested changes have been approved. If you are basing this assessment on the case study, assume that the Operations Manager has approved an increase in the budget to allow Visualweb to develop the website. |
|  | Update your project scope document to reflect the changes.  |
|  | Highlight your changes to make them obvious (e.g. using a different colour or a highlighting tool).Change the version number of your scope document. |

1. Submit your completed Project Portfolio

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|  | Make sure you have completed all sections of your Project Portfolio, answered all questions, provided enough detail as indicated and proofread for spelling and grammar as necessary. Submit to your assessor for marking.  |

Assessment Task 2: Checklist

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| Student’s name: |
| Did the student on two occasions: | Completed successfully? | Comments |
| Yes | No |  |
| Interpret and analyse information from a range of complex texts? |  |  |  |
| Write a project authorisation request, including:* a broad overview of the project (so as to gain initial approval).
* a description of the project goals and deliverables, as well as the benefits and impact on the organisation.
* a description of the resources that will be required to conduct this project, including the proposed budget.
* a high-level project schedule.
* the proposed project governance arrangements in accordance with the project management policy and procedure.
* a request for authorisation to proceed to the detailed planning phase of the project.
 |  |  |  |
| Seek authorisation to proceed by drafting an email to an appropriate senior manager that includes:* confirmation that the details in the Project authorisation request are approved.
* request for authorisation to utilise the listed resources.
* confirmation that the project delegations and authorisations are acceptable.
 |  |  |  |
| Meet with at least two stakeholders to determine, negotiate and agree on the project scope, including:* negotiating project boundaries (such as the budget or timelines).
* agreeing on the desired project outcomes.
* agreeing on scope management procedures and processes.
* demonstrating effective communication skills.
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| Document the project scope using a relevant template that includes:* an introduction and background to the project, including business needs and drivers.
* measurable project benefits.
* criteria for success for the project  (outcomes and outputs).
* at least one project assumption.
* at least one factor on which the project is dependent.
* at least one project constraint.
* at least two project risks.
* the project stakeholders,
* Work Breakdown Structure.
* scope control management processes that will be followed
 |  |  |  |
| Implement change procedures by completing a change request. |  |  |  |
| Manage scope changes by drafting an email to an appropriate senior manager that includes:* summary of the change request.
* the impact of the changes on the timing, cost and quality constraints on the project.
* request for feedback and approval.
* at least one scope management issue experienced in the project so far.
* at least one recommendation for improvements for future projects.
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| Document scope changes. |  |  |  |
| Assessor Feedback: |
| Assessor name: |  |
| Assessor signature and Date: |  |