



Assessment guide

Certificate IV in Project Management
BSB41507

SAMPLE

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Introduction

This assessment guide provides a collection of assessment tasks for the qualification:

- BSB41507 – Certificate IV in Project Management

Assessment

The objective of the assessment process is to help you consolidate and build on the formal learning of the Certificate IV in Project Management program, through the application of learning into your current, or future, work role.

The assessment process is known as competency-based assessment. You will need to submit evidence and complete tasks that demonstrate your knowledge and understanding of the content of the competencies. You also need to demonstrate how you can apply your knowledge and skills against the national standards for project management.

Curriculum

A copy of ACPM's course curriculum, which includes all competency details, can be provided by your training facilitator upon request.

The competency standards for BSB41507 Certificate IV in Project Management can be downloaded from the National Training Information Service (NTIS) website www.ntis.gov.au.

RPL

Where participants feel that they have already achieved the skills for any unit of competency, then they can be given credit for, or an exemption from, the unit by submitting a portfolio of evidence. This prior learning may have occurred through formal or informal training, through work or life experience. RPL is a process whereby you demonstrate your prior learning and are given credit for what you can already do.

Assessment Tasks

BSBPMG402A Apply time management techniques

There are two assessment tasks to complete for this unit of competence.

Assessment task 1 – answers can be written in the space provided below each question. If more room is required attach at the end of this booklet.

Assessment task 2 – submit in the form of a portfolio of evidence.

Title	Assessment task 1 Knowledge questions	
Purpose	To progress towards demonstrating competence in the following unit: BSBPMG402A: Apply time management techniques	
Assessment task	To assess your knowledge and understanding of project time management techniques provide written answers to each of the questions below.	Relevant competencies
	1. Describe the contents that form a project schedule.	BSBPMG 402A Element 1
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
	2. Describe the advantages and disadvantages of the following scheduling tools; Critical Path Method (CPM) and the Gantt chart.	BSBPMG 402A Element 1
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
3. Using the WBS you created in the assessment for the competency unit BSBPMG401A: Apply project scope management techniques, identify the critical and non-critical tasks. The use of project management software is permitted.	BSBPMG 402A Element 1	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		

	<p>8. Describe why potential changes to the schedule should be analysed and planned for.</p>	<p>BSBPMG 402A Element 2</p>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
	<p>9. Describe the methods you can use to monitor and control the project schedule.</p>	<p>BSBPMG 402A Element 2</p>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
	<p>10. Upon project closure, why is it important to review and report on the performance of the project against the schedule?</p>	<p>BSBPMG 402A Element 3</p>
	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p>Student name</p>		
<p>Due date</p>		
<p>Result</p>	<p>Competent / Not yet competent <i>(please circle)</i> Signature of Assessor Name Date</p>	

Title	Assessment task 2 Applied project	
Purpose	To progress towards demonstrating competence in the following unit: BSBPMG402A: Apply time management techniques	
Assessment task	<p>To assess the application of your time management knowledge you need to demonstrate your time management skills applied to a project.</p> <p>It is preferable to base this assessment on the project you used for BSBPMG401A: Apply project scope management techniques. Again the criteria for this ...</p> <p>Base your assessment on a project you have recently, or are currently working on. If this is not possible at the time of assessment you must negotiate with your assessor to use a scenario or case study.</p> <p>Ideally your project should be current at the time of preparing your work for this assessment so that your learning can be reflected in your work. If your assessor agrees to you using a completed project, it must be no more than 12 months old and your submitted work must improve on previous documentation and reflect your learning.</p> <p>Your project should meet the following criteria at a minimum, or be negotiated with your assessor:</p> <ul style="list-style-type: none"> • Project personnel (stakeholders and project team) of 3 or above • Project budget defined by the project sponsor • Project duration of at least one month. 	Relevant competencies
	A. Using the work breakdown structure (WBS) you completed in part C of your assessment task for BSBPMG401A: Apply project scope management techniques, complete an analysis of each task. Your analysis should consider; duration and work effort for each task, start and finish dates for each task, relationships between the tasks, and resources assigned to each task.	BSBPMG 402A Element 1
	B. Produce a Gantt chart showing the analysed WBS. Using the WBS created in part A, identify how you would add contingency into the project schedule. The use of project management software is permitted.	BSBPMG 402A Element 1
	C. Describe how the project schedule was developed with, and agreed to by, the project stakeholders.	BSBPMG 402A Element 1
	D. In the middle of your project one of your key team members has an accident and cannot continue work on the project. To find and train a suitable replacement you need at least 3 weeks. Forecast the impact of this change on your WBS. Describe how you would implement these changes into your schedule.	BSBPMG 402A Elements 1 and 2

	E. Explain how you could monitor and control the schedule throughout the entire project.	BSBPMG 402A Elements 2 and 3
Student name		
Due date		
Result	Competent / Not yet competent (<i>please circle</i>) Signature of Assessor Name Date	

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Award Outcome Record Sheet

This form is to identify the assessment outcome after a student has completed all assessment tasks for all 8 units of competency in the BSB41507 Certificate IV in Project Management. The outcome of each unit is to be identified and the overall assessment decision is to be recorded as either Competent or Not Yet Competent.

To achieve the award of BSB41507 Certificate IV in Project Management the student must have satisfactorily completed all assessment tasks and be assessed as competent for each unit of competency:

BSBPMG401A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG402A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG403A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG404A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG405A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG406A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG407A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG408A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent

The assessment outcome for the qualification of BSB41507 Certificate IV in Project Management is:

Competent Not Yet Competent

Comments on assessment:

Agreement that competency is achieved:

Participant's name and signature

Date

Assessor's name and signature

Date