



## Assessment guide

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Diploma of Project Management  
BSB51407

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# Introduction

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

- BSB51407 – Diploma of Project Management

## Assessment

The objective of the assessment process is to help you consolidate and build on the formal learning of the Diploma of Project Management course, 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 BSB51407 Diploma of Project Management can be downloaded from the National Training Information Service (NTIS) website [www.ntis.gov.au](http://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.

# Workplace Project Guidelines

The applied project component of each competency's assessment (assessment task 2) should be based upon on a project you have recently, or are currently working on. This same project should be used across all applied assessment tasks. Each assessment will build upon the work completed in the previous assessment/s so it is important to keep all information together so you and your assessor have access at all times to the work completed to date.

Ideally your project should be current at the time of preparing your work for this assessment so 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.

## Project criteria

You must be the project manager for this project. Your project should meet the following criteria at a minimum, or be negotiated with your assessor:

- Sufficient complications to warrant controlling the initiative as a project
- Both internal (within the organisation) and external (outside of the organisation) project stakeholders
- A project team of at least 2 members
- A dedicated project budget
- The need for a comprehensive project plan covering all 9 PMBoK Guide® knowledge areas.

If it is not possible for you to use a workplace-based project at the time of assessment you must negotiate with your assessor to use an appropriate scenario or case study.





<b>Title</b>	<b>Assessment task 2 Applied project</b>	
<b>Purpose</b>	To progress towards demonstrating competence in the following unit: BSBPMG503A: Manage project time	
<b>Assessment task</b>	To assess the application of your time management knowledge you need to demonstrate your time management skills applied to a project. Base your assessment on the Workplace Project Guidelines provided at the beginning of this Assessment guide (page 2). You must use your work on previous 'Applied project' assessment tasks as the basis for this assessment task.	Relevant competencies
	A. Using the scope definition statement and work breakdown structure (WBS) you completed previously, determine the sequence dependencies, duration, and work effort for all tasks. Prepare a project schedule with milestones. The use of project management software is permitted.	BSBPMG 503A Element 1
	B. Prepare a time management plan which includes; <ul style="list-style-type: none"> <li>Schedule monitoring and control methods</li> <li>Tolerances and triggers for escalating a schedule change</li> <li>Contingency factored into the schedule with a mechanism for tracking.</li> </ul> The use of project management software is permitted.	BSBPMG 503A Element 1
	C. Describe the methods, techniques and tools used to develop the project schedule in conjunction with the project stakeholders.	BSBPMG 503A Element 1
	D. Describe the mechanisms used on the project to measure, record and report progress against the project schedule.	BSBPMG 503A Element 2
	E. Explain how a change related to time was identified and analysed for the project. Describe the impact of this change on the project schedule. Implement a response to this schedule change and describe the result.	BSBPMG 503A Element 2
	F. Review the project outcomes and evaluate the effectiveness of your time management approach. Document any issues related to time management and make recommendations for improvements for similar projects.	BSBPMG 503A Element 3

<b>Student name</b>	
<b>Due date</b>	
<b>Result</b>	Competent / Not yet competent ( <i>please circle</i> ) <b>Signature of Assessor</b> ..... <b>Name</b> ..... <b>Date</b> .....

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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 9 units of competency in the BSB51407 Diploma of 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 BSB51407 Diploma of Project Management the student must have satisfactorily completed all assessment tasks and be assessed as competent for each unit of competency:

BSBPMG501A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG502A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG503A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG504A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG505A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG506A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG507A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG508A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent
BSBPMG509A	<input type="checkbox"/> Competent	<input type="checkbox"/> Not Yet Competent

The assessment outcome for the qualification of BSB51407 Diploma of Project Management is:

Competent  Not Yet Competent

Comments on assessment:

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Agreement that competency is achieved:

\_\_\_\_\_  
Participant's name and signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessor's name and signature

\_\_\_\_\_  
Date