



Assessment guide

Advanced Diploma of Project Management
BSB60707

SAMPLE

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Introduction

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

- BSB60707 – Advanced Diploma of Project Management

Assessment

The objective of the assessment process is to help you consolidate and build on the formal learning of the Advanced 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 BSB60707 Advanced Diploma of 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.

Workplace Project Guidelines

The assessment for this qualification BSB60707 Advanced Diploma of Project Management comprises a collection of tasks applied to a program or portfolio of appropriate workplace projects. Your assessment should be based upon a program or portfolio you have recently, or are currently leading or directing. The same defined program 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 program 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 completed projects, they 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 in a leadership role, managing a group of related projects (a program) in a co-ordinated way. Your role may be as a Group Project Manager, Program Manager, Project/ Program Director, or similar.

The program used for this assessment should meet the following criteria at a minimum, or be negotiated with your assessor:

- It must contain at least 2 separate and significantly different projects with different staff.
- Each project within the program must have sufficient complications to warrant control as a project
- A significant number of both internal (within the organisation) and external (outside of the organisation) project stakeholders
- A project team across the program comprising at least 2 project managers and at least another 8 project team members
- A dedicated project budget for each project
- The need for a comprehensive project plan covering all 9 PMBoK Guide® knowledge areas for each project within the program.

Assessment Tasks

BSBPMG604A Direct cost management of a project program

There is one assessment task to complete for this unit of competence.

Title	Assessment task Directing project cost	
Purpose	To demonstrate competence in the following unit: BSBPMG604A: Direct cost management of a project program	
Assessment task	To assess the application of your cost direction knowledge you need to demonstrate your cost direction skills applied to a program of projects. Base your assessment on the Workplace Project Guidelines provided at the beginning of this Assessment guide (page 2). You must use your work on the previous assessment tasks as the basis for this assessment task.	Relevant competencies
	<p>A. Prepare guidelines to direct your project managers in the preparation of their project budgets and cost management plans. Ensure there are guidelines covering the following at a minimum:</p> <ul style="list-style-type: none"> • Tools and techniques for determining project resource requirements against tasks • Cost estimation methods, techniques and tools • Preferred budget structure • Cost management plan structure and content • Cost management methods, processes, procedures, tools and techniques • How contingencies arising from risks are to be included in the budget • Regulatory and legislative financial reporting requirements. 	BSBPMG 604A Element 1
	B. Using the approved individual project budgets and plans, prepare your program budget and cost management plan.	BSBPMG 604A Element 1
	C. Develop a system to monitor, control, record, and report actual expenditure of each project against its budget, and against the program budget.	BSBPMG 604A Element 2
	D. Analyse this performance against budget and identify at least two cost variances over the life cycle of the project, across your program. Develop responses to these variances.	BSBPMG 604A Element 2
	E. Monitor internal and external influences on program costs and show where you were required make a change to the original program budget. If sponsor approval was necessary, show evidence of this.	BSBPMG 604A Element 2

	<p>F. Prepare guidelines to direct your project managers in project finalisation activities relative to cost. Ensure there are guidelines covering the following at a minimum:</p> <ul style="list-style-type: none"> • Audit and reconciliation • Closing accounts • Settling financial liabilities • Transfer of assets, ownership and warranties (as applicable to the nature of your program) • Regulatory and legislative financial reporting requirements. 	<p>BSBPMG 604A Element 3</p>
	<p>G. Prepare a final report consisting of:</p> <ul style="list-style-type: none"> • Individual project performance against budget • Program performance against budget • A critical analysis of the cost management system within each project, and for the program • Recommendations for budget and cost management improvements for future projects. <p>Distribute this report to other program, project and organisational stakeholders, as appropriate, in order for them to benefit from the lessons learned.</p>	<p>BSBPMG 604A Element 3</p>

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

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 BSB60707 Advanced 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 BSB60707 Advanced Diploma of Project Management the student must have satisfactorily completed all assessment tasks and be assessed as competent for each unit of competency:

- | | | |
|------------|------------------------------------|--|
| BSBPMG601A | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
| BSBPMG602A | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
| BSBPMG603A | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
| BSBPMG604A | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
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| BSBPMG608A | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |
| BSBPMG609A | <input type="checkbox"/> Competent | <input type="checkbox"/> Not Yet Competent |

The assessment outcome for the qualification of BSB60707 Advanced Diploma of 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