

BSBPMG535

Manage project information and communication

Task 1 – Knowledge Questions

Task summary

- This is an open book knowledge test, to be completed in your own time.
- You need to answer all the written questions correctly.

Required

- Access to textbooks/other learning materials.
- Access to a computer and Microsoft Office.
- Access to the internet.

Timing

Your assessor will advise you of the due date of this assessment via Canvas.

Submit on Canvas

1. This completed workbook

Assessment criteria

- All questions must be answered correctly for you to be assessed as having completed the task satisfactorily.

Re-submission opportunities

- You will be provided feedback on your performance by the Assessor via Canvas. The feedback will indicate if you have satisfactorily addressed the requirements of each part of this task.
- If any part of the task is not satisfactorily completed, the assessor will provide you with written feedback to guide you on what you must undertake to demonstrate satisfactory performance. This assessment may be re-attempted twice. Your resubmission must be uploaded within three (3) days of receiving your grade of “not yet satisfactory”. You must clearly display “Resubmission” on your resubmitted work.
- You have the right to appeal the outcome of assessment decisions if you feel that you have been dealt with unfairly or have other appropriate grounds for an appeal.
- You are encouraged to consult with the assessor prior to attempting this task if you do not understand any part of this task or if you have any learning issues or needs that may hinder you when attempting any part of the assessment.

Assessment Cover Sheet	
Student name:	
Student ID	
Trainer's Name:	
Date Submitted:	
Student declaration:	<p>I declare that:</p> <ul style="list-style-type: none"> • I have read and understood all the information provided in relation to the assessment requirements to complete this unit, the instructions and the purpose and processes of undertaking this assessment task • This assessment is my own work and where other's works or ideas have been used, I have appropriately referenced or acknowledged them • I understand that plagiarism is a serious offence that may lead to disciplinary action.
Student signature:	



Task 1: Knowledge Questions

Question 1	Identify three alternative communication methods and/or media.
Question 2	Explain how you would apply these methods and/or media in a project.
Question 3	Explain what a project-management system is and why you would use this.
Question 4	The PMIS ensures the quality and validity of data, timeliness and integrity. Explain how the PMIS ensures this.
Question 5	Provide an example where you have previously used project management systems.
Question 6	Identify three methods you could use to evaluate information systems and communication processes.
Question 7	Explain why it is important to evaluate information systems and communication processes.

Congratulations on completing this assessment workbook, please remember to submit:

- **This completed workbook**