BSBPMG535

Manage project information and communication

Task 2 – Performance and Skills Assessment

Task summary

This assessment task requires you to manage project information and communication on at least two occasions.

This project requires you to complete the assessment tasks in a real workplace (your current workplace can be used) or a simulated environment. If you are not working, select a workplace you are familiar with.

Required

You are required to demonstrate your ability to:

1. Manage project information and communication on at least two occasions.

Timing

2. You may review this assessment task at the commencement of your unit.
3. You may start this assessment in the first week of the term
4. Your assessor will advise you of the due date of this assessment via Canvas and you must submit by the due date.

Note: Failure to submit by the actual due date, will be marked as "Late" and recorded as an NYS.

Submit

This completed workbook and the report you prepare.
You may use templates from:
www.canva.com
www.monday.com or
templates provide by us in your resources.

Assessment criteria

For your performance to be deemed satisfactory in this assessment task, you must satisfactorily address all the assessment criteria. If part of this task is not satisfactorily completed, you will be asked to complete further assessment to demonstrate co npe :e ce

Re-submission opportunities

You will be provided feedback on your performance by the Assessor. The feedback will indicate if you have satisfactorily addressed the requirements of each part of this task.

If any parts of the task are not satisfactorily completed, the assessor will explain why, and provide you written feedback along with guidance on what you must undertake to demonstrate satisfactory performance. Re-assessment attempt(s) will be arranged at a later time and date.

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:	I declare that: • 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 2 – Performance and Skills Assessment

SCENARIO
'Violet's Dresser' is a fashion retailer operating from three locations throughout the Brisbane metropolitan region. A profitable small business, Violet's Dresser has grown significantly over the past five years by building a loyal base of regular female shoppers whose ages typically range from 19-39. Now Violet's Dresser plans to tap into the e-commerce market using the business name 'Violet's Online'. You have been employed as the new Project Manager at Violet's Dresser. The head office has assigned you with the task of: A) Preparing a communication plan to liaise with stakeholders B) Selecting a digital project management information system to store files and information C) Developing a procedure that explains how data quality will be assured. D) Creating a procedure for archiving documents and data. Stakeholders include Violet's Dresser owner and CEO, Marketing manager, Accounting Manager, and your team members including a Logistics Specialist and two assistants.

Part A – Communication Plan

Prepare a Communication Plan for the project. Your plan should include:

- Who you will communicate with
- What to communicate
- When communication will occur
- How communication will occur.

Communication Plan template

Who (stakeholder)	What to communicate	When	How
Project sponsor			
Project team members			
Other stakeholders			

Part B – Project Management Information System (PMIS)

Select a PMIS for the project, this must be a digital system. You may use any file sharing and storage, project management, resource management or document management software system that you are familiar with. If you do not currently use one of these systems, use Dropbox to set up a file management system. Your system should include a structure of folders and sub-folders with relevant headings. Remember to include a folder for archived files.

Include:

- a link or invitation to the PMIS you have set up so that your assessor can review it
- instructions on how to use the PMIS – this should include a hierarchy of the file structure.

Part C – Data quality procedure

Develop a procedure that explains how data quality will be assured. Your procedure should explain:

- quality assurance processes that happen *before* data is collected
- quality assurance processes that happen *during* data entry
- quality assurance processes that occur *after* data entry.

Part D – Archive procedure

Develop a procedure that explains how project documents are to be archived and stored. Your procedure should explain:

- roles and responsibilities
- how to prepare records for archiving
- sentencing information
- when to review documents
- what to do with records/where to store them.

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

- **This completed workbook**