

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Metal Forming & Processing Level 5
Competency Standard	Develop project management plan
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • CU1. Prepare project management plan • CU2. Develop monitoring and evaluation plan • CU3. Communicate project plan • CU4. Contribute to assessing effectiveness of communication
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	<p>CU1. Prepare project management plan P1. Evaluate and assess project brief and related documents P2. Produce document on project tasks and associated timelines, including installation processes and test requirements P3. Assess and produce document on resource requirements to assist allocation of appropriate resources P4. Produce training plan assessing training needs and associated timelines for efficient project implementation P5. Determine and document budgetary requirements P6. Discuss roles of all stake holders associated with project to ensure their involvement P7. Prepare project verification document, including monitoring and control processes, and review processes such as quality audits P8. Consult with all stake holders prior to finalizing draft plan and make changes as appropriate</p> <p>CU2. Develop monitoring and evaluation plan P1. Produce preliminary plan for consultation, including identified factors that may impact on realization of project and observance of relevant legislation, codes, regulation and standards P2. Consult with client and clarify any amendments P3. Develop final plan with recommendations</p> <p>CU3. Communicate project plan P1. Produce and document final plan to include implementation details and training needs</p>

	<p>P2. Present plan to client and obtain sign off</p> <p>CU4. Contribute to assessing effectiveness of communication</p> <p>P1. Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities</p> <p>P2. Report communications-management issues and responses to higher project authorities for application of lessons learned to future projects</p>
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Metal Forming & Processing Level 5
Competency Standard	Develop project management plan
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • CU1. Prepare project management plan • CU2. Develop monitoring and evaluation plan • CU3. Communicate project plan • CU4. Contribute to assessing effectiveness of communication

I can.....

Performance Criteria	Yes	No
P1. Evaluate and assess project brief and related documents	<input type="checkbox"/>	<input type="checkbox"/>
P2. Produce document on project tasks and associated timelines, including installation processes and test requirements	<input type="checkbox"/>	<input type="checkbox"/>
P3. Assess and produce document on resource requirements to assist allocation of appropriate resources	<input type="checkbox"/>	<input type="checkbox"/>
P4. Produce training plan assessing training needs and associated timelines for efficient project implementation	<input type="checkbox"/>	<input type="checkbox"/>
P5. Determine and document budgetary requirements	<input type="checkbox"/>	<input type="checkbox"/>
P6. Discuss roles of all stake holders associated with project to ensure their involvement	<input type="checkbox"/>	<input type="checkbox"/>
P7. Prepare project verification document, including monitoring and control processes, and review processes such as quality audits	<input type="checkbox"/>	<input type="checkbox"/>
P8. Consult with all stake holders prior to finalizing draft plan and make changes as appropriate	<input type="checkbox"/>	<input type="checkbox"/>
P9. Produce preliminary plan for consultation, including identified factors that may impact on realization of project and observance of relevant legislation, codes, regulation and standards	<input type="checkbox"/>	<input type="checkbox"/>
P10. Consult with client and clarify any amendments	<input type="checkbox"/>	<input type="checkbox"/>
P11. Develop final plan with recommendations	<input type="checkbox"/>	<input type="checkbox"/>
P12. Produce and document final plan to include implementation details and training needs	<input type="checkbox"/>	<input type="checkbox"/>
P13. Present plan to client and obtain sign off	<input type="checkbox"/>	<input type="checkbox"/>

P14. Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities	<input type="text"/>	<input type="text"/>
P15. Report communications-management issues and responses to higher project authorities for application of lessons learned to future projects	<input type="text"/>	<input type="text"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Metal Forming & Processing Level 5
Competency Standard	Develop project management plan
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task		<ul style="list-style-type: none">• CU1. Prepare project management plan• CU2. Develop monitoring and evaluation plan• CU3. Communicate project plan• CU4. Contribute to assessing effectiveness of communication		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Evaluate and assess project brief and related documents			
2.	Produce document on project tasks and associated timelines, including installation processes and test requirements			
3.	Assess and produce document on resource requirements to assist allocation of appropriate resources			
4.	Produce training plan assessing training needs and associated timelines for efficient project implementation			
5.	Determine and document budgetary requirements			
6.	Discuss roles of all identified parties associated with project to ensure their involvement			
7.	Produce project verification document, including monitoring and control processes, and review processes such as quality audits			
8.	Consult with all relevant parties prior to finalizing draft plan and make changes as appropriate			
9.	Produce preliminary plan for consultation, including identified factors that may impact on realization of project and observance of relevant legislation, codes, regulation and standards			
10.	Consult with client and clarify any amendments			
11.	Develop final plan with recommendations			
12.	Produce and document final plan to include implementation details and training needs			
13.	Present plan to client and obtain sign off			
14.	Assist in ongoing review of project outcomes to determine effectiveness of communications-management activities			

15.	Report communications-management issues and responses to higher project authorities for application of lessons learned to future projects			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	National Vocational Certificate in Metal Forming & Processing Level 5
Competency Standard	Develop project management plan
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What should a project management plan include?		
2.	What is project management plan process?		

3.	What are the advantages of leasing and purchase options to assist in delivering cost effective solutions		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____